



# Mobile Technology Acceptable Use Policy

<b>Author</b>	Peter Croft
<b>Agreed by</b>	Governing Body
<b>Date agreed</b>	October 2025
<b>Date to be reviewed</b>	October 2026

## Contents

1. INTRODUCTION.....	3
2. ACCEPTABLE USE.....	3
3. UNACCEPTABLE USE.....	3
4. SIXTH FORM USE.....	3
5. SANCTIONS.....	4

## 1. INTRODUCTION

The term 'Mobile Phone' covers all portable technological devices including (but not limited to) mobile telephones, smart watches, tablet devices, and other mobile technology. It also applies to the use of personal headphones, wireless speakers and ear buds.

Mobile phones may be brought to school but at the students' own risk.

Mobile phones must be switched off and remain out of sight at all times whilst inside the school building.

Headphones are not to be used whilst inside the school buildings.

For PE and games lessons mobile phones (and any other valuables) should be placed in the lockers provided. This is the responsibility of students.

During all public examinations, students are responsible for ensuring that they do not have their phones with them. Students are responsible for ensuring they are securely stored away from exam rooms.

If any member of staff asks a student to put their phone away, students are expected to comply without debate. This may include whilst outside the buildings if the member of staff deems the use to be inappropriate at that time.

## 2. ACCEPTABLE USE

1. If a teacher asks a student to use their mobile phone as part of a lesson.
2. Mobile phones may be used during break or lunchtime outside of the school buildings.
3. On a curriculum trip to contact parents about return times.

## 3. UNACCEPTABLE USE

*To be read in conjunction with the 'ICT Acceptable Use Policy' and the 'Bullying Policy'.*

1. To use a mobile phone within the school building unless under the direction of a member of staff to aid learning in a lesson.
2. To use a mobile phone in the canteen.

## 4. SIXTH FORM USE

Mobile phones can be used by Year 12 and Year 13 students on the Sixth Form site, provided they are not used when walking around the buildings or across the car park.

On the MAIN SITE, students in Year 12 and Year 13 are subject to the same rules as other students with the following exceptions: In Room 1 or in the Library during study periods, Sixth Form students may use their mobile phones for study, UCAS or other similar reasons. They may also use headphones to listen to music privately. Phones and headphones may also be used in appropriate, departmental areas where staff have given permission for students to do so.

Sixth form students must not use mobile phones in the corridors. Phones should be out of sight when moving around the main site. Year 12 and year 13 are expected to set an example for younger years to follow.

## **5. SANCTIONS**

For incidents of unacceptable use, the phone will be confiscated and handed in to reception. In the first instance, the student should collect their phone at the end of the school day. If the phone is confiscated during the last lesson of the day, it can be returned at the end of the lesson.

In the second instance, the phone should be handed to reception and the school will send a letter home. The student will then be required to hand their device to reception each morning (and collect it at the end of school) for five school days.