



Sir Harry Smith

COMMUNITY COLLEGE

ASPIRATION & ACHIEVEMENT FOR ALL

Appendix 3 - Mobile Phone and Handheld Devices Policy 2025 - 2026 (for students)

1. RATIONALE

Sir Harry Smith Community College recognises that parents may wish their children to have mobile phones for use in cases of emergency (Smart devices, such as smart watches, that can text, search the internet, make calls etc. are also covered by the same rules if used for these purposes during school hours).

However, mobiles can be used inappropriately, and parents/carers should be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety, there are also some associated risks such as the potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

As a school we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones.

As a result, **the use of mobile phones during school hours is now completely forbidden**, and students found using their mobile phones during school hours will be dealt with in accordance with this policy.

2. PURPOSE

- a. To clarify the school position on mobile phones.
- b. To ensure that staff and parents/carers are fully conversant with the policy and understand the reasons for the policy.
- c. To support our Behaviour Policy, which aims for outstanding behaviour and safety of students across the school.
- d. To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.
- e. To ensure that all students and their parents/carers are fully aware of the consequences of mobile phones and other devices being used in school.

3. PROCEDURE

- a. Mobile phones are allowed on site (this is defined as inside the school gates) but must remain switched off/on silent during school hours and out of sight – in a school bag (not in pockets). This includes breaks and lunchtimes.

Permissions that may be given include:

- To inform/assist a Senior Leader in an investigation of a breach of our Behaviour Policy.
 - To assist the Police and/or Safer School's Officer.
- b. Any student seen with a mobile phone during school hours without permission will have their phone confiscated. Phones must not be seen or heard. They must be kept in students' bags and not in a pocket or item of clothing.
 - c. Confiscated phones will be labelled and taken to the student/main reception where the phones will be secured safely.
 - d. On the first occasion only, after a phone has been confiscated, the student may collect the device from the student/main reception at the end of a school day. After this first event, all confiscated phones will have to be collected by the student's parent/carer at the end of the day from the main reception.
 - e. If a student continues to breach our mobile phone policy then they will not be allowed to bring their mobile device/devices into school for the duration of the school term.
 - f. If a student refuses to hand over their mobile phone, this will be deemed as a failure to follow staff instructions and the Behaviour Policy will come into force. The student's parent/carer will be contacted as soon as possible to resolve the behavioural issues and following that they will receive a further sanction e.g. detention and a terms ban of bringing their device into school.
 - g. Students **are not allowed** to use their mobile phone to contact home relating to safety/transport/home reasons, after homework club, after-school sporting activities and any other extracurricular activity, but to seek support from the school office who will contact home for them.
 - h. Students are allowed to switch their mobile phone on once they have left the school building at the end of the day. If parents/carers need to contact their child in an emergency, issues with transport etc, they must do so by contacting the main reception at school and we will ensure that messages are relayed to the student/s asap.
 - i. Students will receive an explanation of the mobile phone policy on their first day back at school and will have reminders throughout the school year. The policy will be placed on the school website for parents/carers to access.
 - j. Earphones/air pods or similar headphones **are not** permitted in school.

- k. The college accepts no responsibility for any personal property brought onto school sites.

4. SIXTH FORM STUDENTS

- i. Students in the Sixth Form **will be allowed** to use their phones whilst in the Sixth Form Centre/Study Room
- ii. In all other areas of the school, Sixth Form students must follow the guidelines as stated in section 2.
- iii. Sixth Form students **are allowed** to use mobile phones for work purposes while in silent study lessons only. This does not apply outside of the Sixth Form Centre/Study Room.

5. Additional information

- If a member of staff at school has any suspicion that a mobile phone had unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a Senior Leader at the College.
- In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.
- Any inappropriate or unauthorised use of the camera or phone facilities affecting students or staff will lead to confiscation. Students may be asked to unlock the device in order to show if inappropriate / unauthorised photos or videoing has taken place.

Inappropriate taking and use of photographs

Students taking and/or sharing inappropriate photographs of staff or other students will face serious disciplinary action. In appropriate circumstances, a complaint may be made to the police.