

June
2026

MOBILE PHONE AND ELECTRONIC DEVICES POLICY

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INTRODUCTION

Mobile phones are part of everyday life, both as a means of communication and as a source of information and entertainment. Whilst we acknowledge the benefits of mobile phones, we must also be mindful of the potential dangers and mental health implications and negative impact of social media and this policy has been drawn up with safeguarding as the paramount consideration.

The level of technological sophistication of the latest 'smart' phones means that unchecked internet access is readily available and photographic and video images are of the highest quality. It is also clear that, by and large, young people are much more proficient with this technology than their teachers or parents. Mobile phones are not required for teaching and learning purposes at Key Stage 3 and Key Stage 4.

POLICY

The school recommends that pupils do not bring mobile phones to school. However, we understand that for some pupils (eg those who live in remote areas or those who regularly stay late for after-school activities) and in some cases (ie emergencies) a mobile phone is useful.

The school permits pupils to bring mobile phones to school under the following conditions:

- (i) the consent section of the Admissions Booklet has been completed by a parent;
- (ii) the mobile phone is switched **off** (not just on 'silent' mode) and out of sight (including not in the top blazer pocket) upon arrival in the school building in the morning until they leave the building). NB This includes all school activities during the school day.
- (iii) the mobile phone is never used to record images (photographic or video) or audio recordings of other pupils or staff without their express permission;
- (iv) the mobile phone is not brought into any school or public examination. Please refer to JCQ Instructions for Conducting Examinations book.
- (v) **Parents acknowledge that their son/daughter is non-contactable during this time. Parents are reminded that only urgent messages may be transmitted via the school office during school hours.**

Exceptions:

- (a) In an emergency, and only if a member of staff is not available, pupils may use their mobile phone to contact a parent, the emergency services or the school office.
NB When pupils fall ill in school, they should follow the procedures and report to the School Nurse who will then arrange contact with parents if necessary.

Printed: 25/08/2026 page no. 0 of 3	First Approved by Board of Governors : /07/2008 Reviewed by Board of Governors:01/06/26
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- (b) If, for any reason, a pupil feels that he/she needs to use their mobile phone during the school day to contact parents (eg informing a parent of a change in pick-up time due to the cancellation of rugby practice; sensitive family matters), he/she should request permission from a member of the teaching staff. The Principal may, in exceptional circumstances, give permission for a pupil to have his/her mobile phone switched on during the school day eg a diabetic pupils who use their phone as a medical device.
- (c) Sixth Formers are permitted to use their mobile phone (with headphones) during supervised study periods. Such permission may, on occasion, be granted in other classes, eg Art, by the Head of Department.

NB: this is only permitted under clear direction and supervision of the class teacher.

Mobile phones are not permitted to be used in the library (see Library Policy).

SANCTIONS FOR BREACHES OF THIS POLICY

If a mobile phone sounds, or a pupil is seen using a mobile phone outside permitted times, it will be confiscated by the member of staff.

1st Confiscation

The mobile phone will be stored until the end of the school day, when the pupil may reclaim it. The information will be recorded on SIMS and **a Monday afterschool detention will be issued.**

If the pupil does not reclaim the mobile phone at the end of the day, then the school cannot guarantee its security, though every effort will be made to do so. Year Heads will monitor occurrences and take appropriate action (including withdrawing a pupil's permission to bring the mobile phone to school).

2nd Confiscation

A **second confiscation** will result in a phone call to the parent/carer who will be asked to collect the mobile phone.

The information will be recorded on SIMS and **a Friday afterschool detention will be issued.**

3rd Confiscation

A **third confiscation** will result in a phone call from the Head of Year to the parent/carer who will be asked to collect the mobile phone.

The information will be recorded on SIMS and **a Principal's Detention will be issued.**

Further Confiscations

Should there be further confiscations the parent/carer **will be invited into school for a meeting** with the Pastoral Vice-Principal.

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If a person's image (photographic or video) is taken without their permission, passed on to other mobile phones or downloaded onto a computer or website or social network site, then that person is entitled to pursue the matter with the help of the police and/or legal services. Any such image, even if deleted, leaves an electronic footprint and can be traced. The school takes a very serious view of such behaviour (including where this occurs outside school grounds or hours but which has a direct impact on any member of the Sullivan community) and sanctions will be imposed in line with the Positive Behaviour/Anti-Bullying Policy.

SECURITY

Mobile phones are valuable items and should be looked after carefully. They should not be left unattended in a blazer pocket or schoolbag. Pupils should keep their mobile phone with them during the day, switched off and out of sight, except during PE or Games when all valuables should either be placed in a locker or given to PE staff who will store them securely. However, all mobile phones must be reclaimed at the end of the day as the school cannot guarantee their safe-keeping overnight.

The school accepts no liability for theft, loss or damage or health effects relating to pupils' mobile phones. It is the responsibility of parents and pupils to ensure mobile phones are properly insured.

OTHER ELECTRONIC DEVICES

The school does not permit 'smart watches' or any other 'smart' devices eg 'smart' glasses.

Some pupils may be granted permission by the Principal to use an electronic device:

- (i) as a reasonable adjustment to support teaching and learning;
- (ii) as part of the approach to teaching and learning in Sixth Form (refer to e-Safety ICT Acceptable Use and Digital Media Policy).

NB: The policy of the Examination Boards is that it is an offence to bring an electronic device eg mobile phone, airpods, smart watch, fitness tracker, smart glasses into an examination room. A breach of their regulations in this regard may be deemed malpractice, leading to disqualification from the examination, the subject or the entire series of examinations.

OUR SCHOOL PROUDLY SUPPORTS 'SMARTPHONE FREE CHILDHOOD'