

Beaucroft Foundation School & College



Mobile Phone and Connectable Devices Policy

Date Adopted: 06/10/2026
Review term: Three years
School Lead: Joe Barnett / Diane Makariou
Linked Governor: Noel Harrison
Signed By: 

1. Purpose

This policy aims to:

- Promote a safe, calm and productive learning environment.
- Protect pupils, students and staff from distractions, cyberbullying and safeguarding risks.
- Comply with Department for Education guidance relating to mobile phones in schools.
- Provide clear expectations regarding the use of mobile phones and connectable devices.
- Support teaching, learning and student wellbeing.

2. Scope

This policy applies to:

- Pupils in Reception to Year 11
- College/post-16 students
- Staff
- Visitors, volunteers and contractors

For the purposes of this policy, **connectable devices** include:

- Mobile phones and smartphones
- Smartwatches
- Tablets with messaging or internet capability
- Earbuds or headphones with communication capability
- Portable gaming devices with internet access
- Any device capable of:
 - Sending or receiving messages
 - Accessing the internet independently
 - Making calls
 - Recording audio or video
 - Receiving notifications

3. Principles

The school will operate as a **mobile phone-free environment by default** during the school day.

Use of mobile phones and connectable devices will only be permitted in carefully defined circumstances that support learning, independence, travel training, safeguarding, medical needs or activities related to preparation for adulthood.

Post 16 has its own Mobile Phone Policy that should be read in conjunction with the school's Mobile Phone and Connectable Devices policy.

4. Reception to Year 11

Bringing Devices to School

Pupils may bring a mobile phone to school where parents/carers believe it is necessary for travel or safety reasons.

Upon arrival, mobile phones and other connectable devices must:

- Be handed to a member of staff for secure storage
- Be switched off and stored in a designated secure location determined by the school (college students only)

Use During the School Day

Reception to Year 11 pupils must not use mobile phones or connectable devices during:

- Lessons
- Movement between lessons
- Breaktimes
- Lunchtimes
- Educational visits unless specifically directed by staff

Exceptions

Exceptions may be authorised by the Headteacher or designated senior leader for:

- Medical needs such as apps to monitor diabetes.
- Accessibility requirements
- Education, Health and Care Plan (EHCP) provisions to enable communication aids
- Travel training programmes to maintain communication, safeguard students.
- Specific curriculum activities such as teaching us of phone safety.

5. Post-16 Students

The school recognises that post 16 students are developing the independence, self-management and digital skills required for adulthood, employment and further education. While maintaining a mobile phone-free learning environment during teaching sessions, post 16 students may be permitted access to mobile phones and connectable devices during specified periods.

General Principles

- Many post-16 students are trusted to manage their mobile phone use responsibly.
- Some post-16 students are supported to manage their mobile phone use.
- Some post-16 students will not have access to their mobile phones.
- Mobile phones should not disrupt learning, teaching, or the wellbeing of others.
- Staff have the authority to manage and restrict phone use where necessary.

Permitted Access Periods

Mobile phones may be used by post-16 students:

- During free time and breaks, provided use is respectful to others and in post-16 only areas.
- For educational purposes, when explicitly permitted by a member of staff, for example to carry out research or to use life skills apps such as the calculator.
- To access timetables, school systems, or learning resources.
- In emergencies, or to manage essential personal matters discreetly with permission from staff.
- Offsite visits to support and develop life skills when authorised by senior management.
- To access communication apps.
- To access medical apps.
- To support student regulation as outlined in their behaviour plan or personal targets.

Unacceptable Use

Mobile phones must not be used:

- During lessons unless authorised by staff.
- In examinations or assessments.
- To record, photograph, or film staff or students without explicit permission.
- In a way that distracts others or undermines learning.
- For bullying, harassment, inappropriate content, or misuse of social media.
- In front of younger students.

Unless being used for educational purposes, as communication aids, or for medical purposes, mobile phones should be switched off or silenced during lessons and school activities and placed in their lockers or a classroom cupboard.

Interventions

- Failure to follow this policy may result in:
- A verbal reminder or a social story to support understanding.
- Confiscation of the mobile phone for the remainder of the day (unless required for medical use)
- Parental contact to discuss use of phone.
- Phone use with supervision only until the student is able to use phone safely.
- Restricted phone use.
- No phone allowed in college.

Responsibility and Safeguarding

- Students are responsible for the security and care of their own mobile phones.
- The school accepts no responsibility for loss, damage, or theft.
- Any safeguarding concerns relating to mobile phone use should be reported immediately to a member of staff.

Other devices

Students will have access to Tablets and other mobile or connectable devices including some brought from home, which if connected to the internet will adhere to this policy

6. Educational Use

School-authorized devices may be used where directed by staff for educational purposes.

Bring Your Own Device (BYOD) programmes involving laptops or tablets must comply with the school's ICT Acceptable Use Policy.

Mobile phones must not be used as part of BYOD arrangements unless specifically authorised by the Headteacher.

7. Staff

Staff should model appropriate device use at all times.

Staff must:

- Keep personal mobile phone use to non-contact times and areas away from pupils.
- Use school equipment for photography and video recording.
- Not share personal contact details with pupils.
- Follow safeguarding and data protection requirements.
- No member of staff will on any occasion use the camera function on their phone either in school or on educational visits

There may be exceptions for:

- Emergency situations
- Educational visits If authorised by senior leaders
- Multi-factor authentication
- School business authorised by senior leaders

These expectations reflect DfE guidance that staff should not use personal mobile phones for personal reasons in front of pupils during the school day.

8. Visitors and Contractors

Visitors, volunteers and contractors must:

- Keep mobile phones on silent.
- Avoid use in learning areas unless necessary.
- Never photograph or record pupils without authorisation.

9. Safeguarding and Online Safety

The misuse of mobile phones and connectable devices may include:

- Cyberbullying
- Recording without consent
- Sharing inappropriate images
- Online harassment
- Accessing unsuitable websites
- Circumventing school filtering systems using hotspots, tethering or using mobile data
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others.
- General disruption to learning caused by pupils accessing phones in lessons
- Publishing photographs of vulnerable pupils, who may be on a child protection plan
- Pupils using digital technologies to contact parents during activities or immediately following an incident so that the ability of staff to deal with an incident is compromised.
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube

All concerns will be addressed in accordance with safeguarding, behaviour and online safety procedures.

10. Consequences

Where a device is used contrary to this policy, staff may:

- Instruct the pupil/student to hand over the device.
- Confiscate the device in accordance with school behaviour procedures.
- Contact parents/carers where appropriate.

Repeated breaches may result in:

- Withdrawal of permission to bring devices onto site.
- Increased supervision arrangements.
- Behaviour support interventions.

11. Loss or Damage

Devices brought onto the premises remain the responsibility of the owner.

The school accepts no liability for loss, theft or damage unless caused by negligence on the part of the school.