ST HILDA'S
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Mobile Phone Policy

Approved by Governing Committee: Curriculum & Teaching Committee
Ratified by Full Governing Body: November 2026
Next Review Month: November 2027
Policy Owner / Author: RL
Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JES**US AS** OUR CORNERST**ONE**

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom** **hope** **community** **dignity** and **equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

Policy Statement

The school is committed to providing a calm, safe, focused and inclusive learning environment where all students can thrive academically, socially and emotionally.

In line with Department for Education guidance, the school operates as a phone-free environment throughout the school day. Mobile phones and personal smart devices can distract from learning, increase safeguarding risks, negatively impact wellbeing and reduce opportunities for positive social interaction. Therefore, mobile phone use is restricted across the school site.

The school recognises that Sixth Form students are developing the independence and responsibility expected in higher education and employment. As such, limited mobile phone use is permitted during social time within designated Sixth Form areas only. This controlled flexibility balances personal responsibility with the need to maintain a safe? focused and purposeful learning environment.

This policy supports the school's responsibilities for safeguarding, behaviour, attendance, wellbeing and educational achievement.

Here at St Hilda's High School, we make every possible effort to ensure the safety of our students, including online and we endeavour to educate our students about the importance of keeping themselves safe online. As Parents you can play a big role in this but technology evolves quickly, it can be hard to keep up – regular, open conversations make a big difference. You can access further information here

https://www.st-hildas.co.uk/online-safety/

Aims

This policy aims to:

- Promote high standards of behaviour and conduct.
- Maximise learning time and student engagement.
- Reduce distractions during lessons and social times.
- Protect students from online harms and inappropriate content during the school day.
- Encourage positive face-to-face communication and social development.
- Maintain a safe and secure school environment.
- Ensure consistency in the application of expectations across the school.

Scope

This policy applies to:

- Mobile phones.
- Smartphones.
- Smart watches capable of communication, photography, internet access or messaging.
- Tablets and personal internet-enabled devices.
- Any personal electronic device capable of communication, recording audio or video, taking photographs or accessing the internet.

Expectations for Students

Years 7-11

Students in Years 7-11 may bring a mobile phone to school if parents/carers believe it is necessary for travel before and after school.

Students must:

- Ensure mobile phones are switched off before entering the school site.
- Keep phones out of sight and secured in their bags throughout the school day.
- Not access or use phones at any time during the school day.

The school day includes:

- Registration periods.
- Tutor time.
- Lessons.
- Assemblies.
- Movement between lessons.
- Breaktime.
- Lunchtime.

- Intervention sessions.
- Educational visits unless specifically authorised by staff.

Students must not use mobile phones for:

- Internet research.
- Educational apps.
- Artificial intelligence tools.
- Calculators.
- Note-taking.
- Photography of learning materials.
- Recording lessons.
- Any learning activity directed by staff.

Where technology is required, the school will provide appropriate equipment and resources.

Years 12-13 (Sixth Form)

The school recognises that Sixth Form students require opportunities to develop independent study habits and professional behaviours. Consequently, limited mobile phone use is permitted during designated social times only.

During Lessons

Students must:

- Keep mobile phones switched off and out of sight.
- Not use mobile phones for educational purposes.
- Use approved laptops or school-provided devices where technology is required.

This includes prohibiting the use of phones for:

- Internet research.
- Artificial intelligence applications.
- Calculators.
- Note-taking.
- Photography.
- Recording audio or video.
- Accessing online learning platforms.

During Study Periods

Study periods are structured learning time.

Students should:

- Work independently and purposefully.
- Normally be based in the kiosk, cube or designated study areas.
- Use approved laptops and school learning resources.

Students must not:

- Use mobile phones during study periods, unless they are in the designated college study areas which are the kiosk and the cube
- Use phones for communication, entertainment or educational activities.
- Use phones as hotspots to bypass school filtering systems.

During Breaktime and Lunchtime

Sixth Form students may use mobile phones only:

- In the kiosk
- In the cube

Mobile phones must not be used:

- In corridors.
- In classrooms.
- In the library.
- In any other study spaces except for the kiosk and cube
- In lower school areas.
- In any other location on the school site.

When leaving authorised Sixth Form areas, students must ensure phones are switched off and out of sight.

Expectations for Staff

Staff will:

- Apply this policy consistently.
- Not direct students to use personal mobile phones for learning activities.
- Provide alternative school-based resources where technology is required.
- Challenge and address any breaches of the policy.
- Follow safeguarding procedures if misuse raises concerns.

Communication with Parents and Carers

Parents/carers should contact the reception if an urgent message needs to be passed to a student during the school day.

Students who need to contact parents/carers during the school day must do so through Student Services or with permission from a member of staff.

The school cannot guarantee immediate access to personal mobile phones during the school day.

Breaches of the Policy

A breach occurs when a student:

- Uses a mobile phone outside permitted times or locations.
- Has a phone visible without permission
- Uses a smart device to communicate, record or access online content.
- Refuses to follow a reasonable staff instruction regarding a device.
- Uses a device in a manner that compromises safeguarding, privacy or behaviour standards.
- Attempts to bypass school internet filtering systems.

Sanctions

The school and college will apply sanctions proportionately and consistently.

First Incident

- Device confiscated until the end of the school day.
- Behaviour sanction applied in line with the Behaviour Policy.

Repeated Incidents

- Device confiscated and retained for parental collection.
- Escalated behaviour sanctions.
- Withdrawal of privileges where appropriate.

Serious Misuse

Examples include:

- Bullying or harassment.
- Filming or photographing others without permission.
- Recording staff or students.
- Sharing and/or recording inappropriate material.
- Accessing harmful or prohibited content.
- Circumventing school filtering systems.

Consequences may include:

- Extended confiscation.
- Internal suspension.
- Fixed-term suspension.
- Referral to external agencies, including the police, where appropriate.
- Safeguarding investigation.

Searches and Confiscation

Authorised staff may confiscate mobile phones and personal smart devices where a student is found to be in breach of this policy.

Where there are reasonable grounds to suspect a device contains evidence of misconduct, bullying, criminal activity or safeguarding concerns, the school will act in accordance with statutory guidance and the school's Behaviour, Safeguarding and Searching Policies.

Exceptions

Limited exceptions may apply where authorised by the Headteacher or designated senior leader.

These may include:

- Medical needs.
- Specific safeguarding arrangements.
- Education, Health and Care Plan (EHCP) requirements.
- Other exceptional circumstances approved by the school.

Any exception must be documented and communicated to relevant staff.

Safeguarding Considerations

The school recognises that unrestricted access to mobile phones may:

- Increase exposure to online risks.
- Facilitate cyberbullying.
- Enable unauthorised photography or recording.
- Impact student wellbeing.
- Distract from learning and social interaction.

This policy forms part of the school's wider safeguarding framework and should be read alongside:

- Child Protection and Safeguarding Policy.
- Behaviour Policy.
- Online Safety Policy.
- Anti-Bullying Policy.
- Acceptable Use Policy.
- Searching, Screening and Confiscation Procedures.

Roles and Responsibilities

Students

Students are responsible for:

- Following the requirements of this policy.
- Keeping devices switched off and out of sight except where expressly permitted.
- Using technology responsibly and professionally.
- Reporting concerns relating to misuse of technology.

Parents and Carers

Parents/carers are responsible for:

- Supporting the school's expectations.
- Reinforcing responsible use of technology.
- Contacting the school directly if urgent communication is required during the school day.

School Leaders

School leaders are responsible for:

- Implementing the policy consistently.
- Monitoring compliance.
- Ensuring staff receive appropriate guidance.
- Reviewing the effectiveness of the policy.

Summary of Expectations

Situation	Years 7-11	Years 12-13
Lessons	Not permitted	Not permitted
Tutor Time	Not permitted	Not permitted
Movement Around School	Not permitted	Not permitted
Study Periods	N/A	Not permitted
Breaktime	Not permitted	Permitted only in Sixth Form kiosk and cube
Lunchtime	Not permitted	Permitted only in Sixth Form kiosk and cube
Library	Not permitted	Not permitted
Study Areas	Not permitted	Not permitted
Educational Research	Not permitted	Not permitted
Use of Personal Laptops	N/A	
Medical/Safeguarding Exception	Authorised only	Authorised only

Monitoring and Review

The Headteacher and Senior Leadership Team will monitor the implementation and effectiveness of this policy through:

- Behaviour data.
- Safeguarding records.
- Student feedback.
- Staff feedback.
- Parent/carer feedback.