



Mobile Phone and Electronic Device Policy

Date of last review: March 2026

Date of next review: March 2028

1.0 Rationale

Effective mobile phone policy is a core aspect of a school's wider behaviour, safeguarding and learning environment. The Department for Education's *Mobile phones in schools* guidance (updated February 2026) sets out a clear expectation for school leaders: **"All schools should be mobile phone-free environments by default; anything other than this should be by exception only."** This reflects a belief that unrestricted access to mobile devices can disrupt learning, distract pupils and contribute to negative behaviours both in and out of the classroom.

The DfE guidance advises that schools *prohibit the use of mobile phones throughout the school day*, including lessons, the time between lessons, breaktimes and lunchtime, and should integrate this approach within a school's behaviour policy. OFSTED's inspection framework now expects inspectors to review both the **policy and its implementation** as part of judgements on behaviour and safety, ensuring that expectations are understood and consistently applied.

At Clevedon School we communicate this policy to students clearly and regularly, explaining not only *what* the rules are, but *why* they matter. Similarly, we acknowledge that we must make reasonable adjustments and consider individual needs — for example where a mobile device supports a pupil's medical or additional needs — ensuring that safeguarding, inclusion and wellbeing remain central to a robust mobile phone policy.

- 1.1 Mobile phones and other personal electronic devices are now part of everyday life. As a school, we must take a sensible and practical approach. We understand that many parents and carers wish their children to carry a mobile phone for their personal safety.
- 1.2 It is worth noting that there are evidence-based well-being and health concerns connected with the use of mobile phones (and other personal electronic devices) and the general availability of these devices can also increase the occurrence of negative behaviour, e.g. cyber bullying.
- 1.3 This policy should be used in conjunction with the Online Safety Policy, the Behaviour Policy and the Anti-Bullying Policy.
- 1.4 This policy applies to phones, tablets, iPads, headphones, smart watches, ear pods and all other mobile devices (please see Section 3).
- 1.5 This policy is applicable to students in Years 7-13.

2. The use of mobile phones in school

This section of the policy describes the use of mobile phones but can also be used to describe the use of any other personal electronic device (PED) including tablets, iPads digital music players including head/earphones, and smart watches.

- 2.1 Students are allowed to bring a mobile phone/PED into school, but this is only for use on their way to and from school – there is a 'gate to gate' ban on general use.
- 2.2 Mobile phones/PEDs must be switched off and out of sight (in a bag or locker) when students enter the school site in the morning and during the school day. Students must not use their mobile phone/PED for any purpose including (but not exclusively) to check the time, check timetables, check balances on school dinner account, make calls, listen to music, take or send pictures or access the internet during the school day.

- 2.3 Sixth Form students are permitted to use their mobile phone/PED within the Sixth Form Centre.
- 2.4 At the end of the day, Students can only use their mobile phone/PED after they have left the school site.
- 2.5 If students are taking part in an after-school extra-curricular club/activity then all rules regarding the use of mobile phones/PEDs apply until the club/activity has finished.
- 2.6 Students are not allowed to use other students' mobile phone/PED.
- 2.7 Clevedon School accepts no responsibility for the loss or damage to any mobile phone/PED and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- 2.8 Parents and carers must not contact their children during the day by mobile phone. Instead parents and carers are asked to contact main reception.
- 2.9 Students will always be offered access to a school phone if they need to urgently contact a parent/carer.
- 2.10 Students who become ill during the day must not use their mobile phones to contact parents and carers; they should use the established procedure via the Student Reception
- 2.11 If a student abuses the code of conduct by using their mobile phone/PED inappropriately, the device, including SIM card, will be confiscated. The following sanctions are then applied:
- A first offence will mean the phone/tablet/electronic device can be collected at the end of the day by a parent/carer (or written permission is provided to the school to give the device back). An email /contact is also made with home outlining the school's policy.
 - A second offence within the term will result in the phone/tablet/electronic device can be collected at the end of the week / or up to 5-day equivalent. Written permission can be provided to the school to give the device back. An after-school detention will also be issued an email will be sent home.
 - A third offence within a term will result in the phone/tablet/electronic device being confiscated until the parent/carer meets with HoH/SLT and an agreement is signed about future use.
- 2.12 If the student challenges the authority of a member of staff by refusing to hand over the mobile phone/PED when requested to do so then this will be treated as an example of a serious incident (refusal to follow instructions) and sanctions will be issued in accordance with the Behaviour Policy.
- 2.13 Following the 'serious misuse' of a mobile phone/PED then sanctions will be applied as set out in the Behaviour Policy.
- 2.14 The Headteacher / Head of School has the discretion to revoke the privilege of bringing a mobile phone on to the school site if they feel it is necessary for the safety of the student/ other students.
- 2.15 Students in Years 7-13 are reminded of this policy annually and copies of Appendix 1 (Code of Conduct for the Use of Mobile Phones/ Electronic Devices) are available via the student's tutor.
- 2.16 All breaches of policy are recorded by a member of staff on Bromcom so families can see behaviour trends.

3. The use of electronic devices to meet specific learning needs or curriculum content

- 3.1 It is not recommended that students bring large, expensive electronic devices, such as tablets and laptops to school, unless there is a specific need.
- 3.2 The SENCO will identify students that require a particular electronic device to meet their learning needs and will grant permission for their use. This will be included in the Individual Learning Plan for the student.
- 3.3 In addition, to supplement the learning experience at KS4 some curriculum areas may integrate the use of mobile electronic devices in their lessons. Where this is done, the class teacher will:
 - Remind of expected etiquette before the use of mobile electronic devices including:
 - Close all apps not needed for the lesson.
 - State the apps to be opened and check this is the only app open
 - No exchanging of information between students to protect individual mobile numbers
 - All incidents involving mobile devices traced back to the lesson will be dealt with by the class teacher in accordance with the Behaviour Policy and will, where appropriate, result in a ban on using mobile devices.
- 3.4 The use in the curriculum is only when it would enhance the learning experience, facilitate a justifiable advantageous approach to learning and for a specific task.
- 3.5 In addition mobile devices will be used when:
 - it for a specific targeted goal is directed via the means of a single use app
 - is for a time restricted period of time
 - has clear and measurable output at the end
- 3.6 Any student without a mobile electronic device will have provision made for them by the class teacher. There is no prerequisite to have a mobile electronic device to complete the curriculum effectively.

4. Monitoring and review

- 4.1 All members of staff will monitor the use of mobile phones, digital music players and other personal electronic devices in accordance with this policy.
- 4.2 On a regular basis the situation will be reviewed to check that the policy is appropriate and workable. The review will include consultation with parents and carers, staff and students
- 4.3 This policy will be reviewed every two years by the Assistant Headteacher, Behaviour and Attitudes.
- 4.4 This policy will be approved by SLT.

Appendix 1:

Code of Conduct for use of mobile phones/tablets/personal electronic devices

- Students are allowed to bring a mobile phone to school for emergency use on the way to and from school only.
- Mobile phones, tablets or other personal electronic devices must be **switched off** and out of sight (in a bag or locker) during the day (**this includes break and lunchtime or on educational visits**).
- Students can use their phones (and other mobile devices) after they are dismissed prior to entering and once they have left the school gate, ie there is a 'gate to gate' ban.
- Mobile phones, tablets or any other personal electronic device must not, under any circumstances, be taken into any examinations.
- Clevedon School takes no responsibility for the loss or damage to any mobile phone /electronic device but it is recommended that if brought to school, as is the case with all other possessions, it is clearly labelled.
- Parents and carers must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages). Students who become ill during the day must not use their mobile phones to contact parents or carers; they should use the established procedure.

Students who abuse the above code of conduct will have their phones, tablets or other electronic devices confiscated. All sanctions are seen as a collaboration, with home and school able to work in partnership to promote healthy use of mobile devices:

- **A first offence** will mean the phone/tablet/electronic device can be collected at the end of the day by a parent/carer (or written permission is provided to the school to give the device back). An email /contact is also made with home outlining the school's policy.
- **A second offence within the term** will result in the phone/tablet/electronic device can be collected at the end of the week / or up to 5-day equivalent. Written permission can be provided to the school to give the device back. An after-school detention will also be issued an email will be sent home.
- **A third offence within a term** will result in the phone/tablet/electronic device being confiscated until the parent/carer meets with HoH/SLT and an agreement is signed about future use.
- If the student challenges the authority of a member of staff by refusing to hand over the phone/tablet/electronic device when requested to do so then this will be treated as an example of a serious incident and sanctions will be issued in accordance with the Behaviour Policy. If the student continues to refuse, then this persistent refusal to follow instructions will be treated as an example of Serious Misconduct and a Fixed Term Suspension will be issued in accordance with the Behaviour Policy.
- A serious breach of the code will result in the privilege of bringing a phone/tablet/electronic device to school being withdrawn and further sanctions applied as set out in the Behaviour Policy.