

# John Spendluffe Technology College

## Mobile phone policy



<b>Approved by:</b>	JSTC Governors	<b>Date:</b> March 2026
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### 1. Introduction and aims

At JSTC we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

### 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## **3. Roles and responsibilities**

### **3.1 Staff**

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones. Staff will share the direction from the DfE and Central Government on the use of phones within schools and the actions schools can take if this is abused.

### **3.2 Governors**

The Governors will review the policy and monitor the use of the policy via discussions and data analysis with Senior Leaders.

## **4. Use of mobile phones by staff**

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

### **4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phone for personal use whilst children are present. Use of mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Further information can be found via the school's data protection policy, ICT acceptable use policy and AI policy.

### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. This is also stated within our Acceptable use/E-Learning guidance.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

#### **4.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work purposes. Staff are able to access our protected MIS APP via their own device as this information is not stored on any personal device. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- On call communication
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits (school will use a school phone for emergency communication with students, this is not a staff members personal phone).

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers unless in an emergency. If necessary, contact must be made via the school office

#### **4.5 School phones**

Some members of staff are provided with a mobile phone by the school for work purposes such as school trips.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is always appropriate and professional, in line with our staff code of conduct

#### **4.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

### **5. Use of mobile phones by pupils**

The DfE's mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Pupils keeping their mobile phones with them, in their bag, on the condition they are never used, seen or heard

## 5.1 Use of smartwatches by pupils

The DfE's guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Students are allowed to wear Smartwatches during the school day.

## 5.2 Sanctions

The sanctions we will use if a pupil is in breach of this policy.

For example:

If used (seen or heard) the phone will be confiscated, the student will be issued a lunchtime detention and collect their phone at the end of the day from the main office. (Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006)

If behaviour is repeated, the detention will escalate to an afterschool and the phone will need to be collected by their parent/carer (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))

The school may issue other sanctions such as Isolation and suspension if repeated behaviour occurs.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## 5.3 What If's

What If My Parents Need to Contact Me?

- If it's an urgent/Emergency message, then parents/carers must contact the school office.
- The office will then get a message to you.
- You will still be able to check your phone once you have left the school site for non- urgent messages.

What If I Need to Contact Home?

- If it's an emergency, speak to a staff member.
- Staff will give permission and support you.
- You do **NOT** contact home without permission, if you do sanctions will be applied.

What if I need to top up my food account?

- You do need to monitor and manage this outside of school.
- Check the night before
- In an emergency, speak to a staff member who will contact home

What if I need to check my timetable?

- Paper copy
- Check the night before
- On display in the courtyard

What If I Need My Phone for Medical Reasons?

- Students with specific, evidenced medical needs will be given permission.
- Use will be allowed in agreed specific spaces
- This must be arranged in advance with the school.
- Headphones will not be permitted around the school; there will be a designated space in September for music to be accessed via school laptops/tablets during social time

## **6. Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## **7. Loss, theft or damage**

If pupils bring mobile phones to school they must ensure that their phone is stored securely and switched off in their bag as soon as they enter the school site

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

This is stated clearly in this policy, and all students are informed via assemblies.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to the main office. The school will then attempt to contact the owner.

## **8. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any queries or concerns regarding this policy, please read the information provided by the Department of Education and if this information does not answer your queries, please raise these queries with the Headteacher

## 9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

By choosing to attend this school, you acknowledge and agree to follow, uphold, and support all school rules, policies, and expectations. This includes our rules on the use of mobile phones, tablets, headphones and smart watches. Your enrolment reflects your commitment to maintaining the standards of conduct and behavior established by the school community.

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone at any point during the school day, unless the teacher specifically allows you to for exceptional circumstances or for medical reasons.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## 11. Appendix 2: Mobile phone/Tablet information slip for visitors

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### Use of mobile phones/tablets in our school

- › Please keep your device on silent/vibrate while on the school grounds
- › Please do not use devices for personal reasons where pupils are present. If you must use your device for a personal reason, you may go to the staffroom
- › Do not take photos or recordings of pupils (unless it is your own child), or staff
- › Our staff members do use their phones/devices for work purposes (Safeguarding, missing alerts, key information via our MIS App)

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school website.

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# Mobile Phones at JSTC

The government have put a law in place that mobile phones are not allowed in schools.

## What you can do:

- Have your mobile on you to keep you safe on your way to and from school.
- Go to the office or Progress Team in an emergency if you need to contact home.

## What you must do:

- Turn your mobile off and put it in your bag as you walk through the school gates.

## What you cannot do:

- Take your mobile out of your bag until you leave the premises for ANY reason.
- Keep your mobile in your pocket.
- Have a Smart watch, earbuds, or any other electronic device; the same rules apply

**MOBILE PHONES MUST NOT BE SEEN, USED OR HEARD ON THE SCHOOL PREMISES OR THE FOLLOWING CONSEQUENCES WILL BE APPLIED:**

### On the 1<sup>st</sup> occasion:

- Mobile phone will be confiscated and kept in the office until the end of the day.
- An **SLT lunchtime detention** will be set.
- If SLT detention is not attended, an **after school detention** will be automatically set.



### On the 2<sup>nd</sup> occasion:

- Mobile phone will be confiscated and kept in the office until the end of the day.
- Parents/carers contacted and an **after school detention** will be set.

### On the 3<sup>rd</sup> or more occasion:

- Mobile phone will be confiscated and kept in the office **until collected by parents/carers.**
- An **after school detention** will be set.

### Refusal to comply:

- Student will be sent to the Withdrawal Room.
- Parents/carers will be contacted and an **after school detention** will be set.
- Student will be required to hand in their phone to the office at the start of each day for a full week.
- Repeated non-compliance will result in a suspension and a meeting with parents/carers.