

Author	Aimee Gallagher	Target group	All employees, students, parents and carers
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Approved by	Aimee Gallagher	Next review	September 2027

1. Introduction and aims

At St Mark's 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
- 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. Use of mobile phones by pupils

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

Consider:

- Pupils are permitted to bring their mobile phone to school
- Pupils must turn their phone off or have it on silent when on the school site
- Pupils are not permitted to use their mobile phone at any point throughout the school day
- Pupils are able to keep their mobile phones with them, on the condition they are never used, seen or heard

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone 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.

- Pupils are not permitted to bring a smartwatch to school

5.2 Exceptions for special circumstances and Sixth-form students

Some pupils are permitted to use their mobile phone in school. For instance:

- Pupils with diabetes who use their phone to monitor their blood sugar
- Sixth-form pupils – in designated areas

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact agallagher@stmarks.anthemtrust.uk

Any pupils who are given permission must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils whilst in the sixth-form common room. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

5.3 Sanctions

Pupils will be sanctioned for any breaches of this policy.

For example:

- Pupils seen using their mobile phones on the school site will be set an SLT detention for 90 minutes and have their phone confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Pupils that contact parents or family members throughout the school day will be set an SLT detention for 90 minutes and have their phone confiscated.
- Pupils that use their phone to record inappropriate content on the school site will be placed in the IEC or be given a suspension. Inappropriate content could include the following:
 - Filming, recording audio or taking photographs of other students (with or without consent)
 - Filming, recording audio or taking photographs of staff members
 - Filming, recording audio or taking photographs of incidents between students
 - Filming, recording audio or taking photographs to recreate viral trends
 - Editing online content or photographs with malicious purpose
 - Distributing any of the above content
- Pupils using their phone as an aid to tell the time or as a calculator will be given an SLT detention for 90 minutes and have their phone confiscated.

Confiscation:

- Pupil's phones will be confiscated by the staff member that has witnessed the breach of this policy.
- If the pupil's phone is confiscated in a lesson the staff member will contact lesson support. They will transport the phone to the main reception where it will be logged and stored in the safe.

- If the pupil's phone is confiscated outside of a lesson the staff member will take the phone to the main reception to be logged and stored in the safe.
- Confiscated phone's will be returned to the pupil when they are leaving school at the end of that day.
- If it is believed that a pupil is in possession of inappropriate content on their mobile phone a request may be made for a parent to collect the confiscated device or the police may be contacted. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate as detailed in DfE's guidance on mobile phones in school)
- If a pupil that has been found to breach this policy refuses to provide their phone for confiscation they will be placed in the IEC or given a suspension.
- Any pupil that deliberately attempts to conceal their phone after a breach of this policy will be placed in the IEC or given a suspension.

Searching mobile phones:

- Designated members of staff authorised by the Headteacher have the power to search pupil's mobile phones. (Headteacher, Senior Vice Principal, Vice Principal and DSL)
- These designated members of staff will search a pupil's phone if there is a good reason to believe that it may contain pornographic content or if it is being/has been used to commit an offence or cause harm to another person.

In each case, the sanction given must 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

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



Mobile Phone Policy

- 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 concerns regarding this policy, these should be brought to the attention of Aimee Gallagher Headteacher agallagher@stmarks.anthemtrust.uk in a timely manner.