



# WALTON HIGH SCHOOL

*Proud to be part of Walton Multi Academy Trust*



## MOBILE PHONE POLICY

Reviewed by Governors:	March 2024
To be reviewed:	March 2026
Leadership link person:	Miss K Melling

*Walton Multi Academy Trust refers to all schools within the Trust.*

*When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.*

## Overview

Mobile phones are part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after school/before school.

However, mobile phones can lead to several problems in school, for example bullying, disruption to lessons and inappropriate web usage.

As a school we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones.

***As a result, the use of mobile phones during school hours is completely forbidden for all students, and students found using their mobile phone during school hours will be dealt with in accordance with this policy.***

This mobile phone policy complies with the following legislation and guidance:

- [Keeping Children Safe in Education 2023](#)
- [Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day - February 2024](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [Supporting pupils with medical conditions at school](#)

## Purpose

1. To clarify the school position on mobile phones.
2. To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
3. To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the school.
4. To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

## Policy Detail

1. Any student using their mobile phone during school hours will have their phone confiscated.

### **Phones must not be used, seen or heard.**

2. This includes the use of 'Smart' or Apple watches – the use of these is not allowed, when linked to a mobile device, as they are effectively mobile phones and will be treated as such.

3. Confiscated phones must be taken to the pastoral administrator in the House Office where the phone will be secured.

4. After the first confiscation students will be able allowed to collect their phone at the end of the day, after 3:15 pm. Parents will be required to collect the mobile phone following the third or any subsequent confiscations.

5. When a phone is confiscated for a third time parents need to be aware that there may be a time delay before the phone is able to be collected.

6. In an emergency situation, if students need to contact home during the school day then they will be permitted to use a phone in the house office only.

7. Any instances of students having their phones confiscated will see the incident recorded on the MIS and could lead to further sanctions.

8. All headphones, if brought into school must be kept away, in bags. Headphones, if used in school whilst connected to a personal mobile device, will be subject to the same confiscation procedure as a mobile phone. For safety purposes, students should not use their phone to listen to music if they are cycling to school. Students should also be mindful of traffic and dangerous situations if using their phone when walking to and from school.

9. The policy will be communicated to pupils and the policy will be placed on the school website for parents/carers to access.

10. When issues with mobile phones exist that involve serious misuse of the phone, transmitting images, cyber bullying etc. parents will be brought into school.

11. Sixth Form students are permitted to use their mobile phones in the Sixth Form Centre only or for an educational purpose during a lesson **if directed by their teacher**.

12. Pupils remain responsible for their own property and will bear the responsibility of any losses should they choose to bring a mobile phone to school.

13. Phones may be allowed to be taken on school trips and educational visits as part of the safeguarding procedure to help mitigate risk. If permitted to take their mobile phone on a visit, students must follow staff instructions regarding their usage at all times.

All pupils will be reminded of the policy, and the consequences and sanctions for not following it, at the start of each school year and again at regular intervals, where appropriate.

Pupils will be taught the risks that are associated with the use of mobile phones, through their e-safety education, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day.

## **Confiscation Procedure**

- The student will be informed that the phone can be collected at the end of the school day from the House Office (or other suitable location).
- Following 3 offences, the phone will only be returned to parent/carer who will be required to visit the school by appointment to collect the phone. The confiscation will be recorded on the MIS for monitoring purposes.
- If there is a fourth offence, following a clear warning, students will be asked to hand their phone in each day to the house office or the school may impose an outright banned from bringing a mobile phone to school. This may be a fixed period or permanent ban.
- The school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- Staff will ask for a device up to 3 times. In the event that the student fails to hand the device over, the member of staff will report to either Leadership Group or the Head of House to intervene and will inform the student that the incident will now be escalated. This intervention may take place after the lesson.

Such intervention will be regarded as a serious breach of the behaviour policy and may result in a complete ban on any device being bought into school.

- Although the school will do its utmost to care for any confiscated device, the school accepts no liability for any loss or damage to a device whilst in our care.

## **Reasonable Adjustments**

There may be exceptional circumstances where adaptations can be made for specific pupils in line with [supporting pupils with medical conditions at school](#). In this case, parents should contact the relevant Head of House who will be able to advise further.