

# Mobile Phone & Smart Device Policy

Date reviewed: September 2026

Date of next review: September 2027



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## **1. Purpose**

This policy outlines Rastrick High School's expectations for mobile phones and smart devices on the school site. It reflects updated Department for Education guidance and the legal requirement mandating that all schools operate as mobile-phone-free environments by default.

The policy aims to:

- Maintain a safe, calm, and disruption-free learning environment.
- Protect pupils and staff from misuse of digital technology.
- Support positive behaviour and safeguarding practices.

## **2. Scope**

This policy applies to:

- All pupils enrolled at Rastrick High School.
- All mobile phones, smart watches, ear buds, headphones, smart glasses, and similar devices.
- All areas of the school site, including outdoor spaces, corridors, classrooms, and social areas.

## **3. Policy Statement**

Rastrick High School is a door-to-door mobile phone use free site. Mobile phones must not be used, seen, or heard anywhere on school grounds during the school day.

Pupils are encouraged to not bring mobile phone devices into school.

Mobile phones brought onto the school site must be:

- Switched off, and
- Stored securely in a school bag, not trouser pockets, blazers pockets or hands or any visible location.

Pupils may only use mobile phones once they have fully exited the school site at the end of the school day.

## **4. Mobile Phones on Site**

### **4.1 Expectations**

- Mobile phones must remain switched off and stored in a school bag at all times.
- Phones must not be carried in hands, blazer pockets, trouser pockets, or any visible location.
- No phone use is permitted:
  - Before school
  - Break time
  - Lunchtime
  - After school while still on school grounds
  - During lessons

### **4.2 Breaches**

A pupil is in breach of this policy if a phone is:

- Visible
- In a trouser pocket, blazer pocket
- Used for any purpose on school grounds

Any breach will result in immediate confiscation.

### **4.3 Smart Devices**

Smart devices, smart watches, ear buds, headphones, smart glasses, and similar devices must not be used on school site. Any breach will result in immediate confiscation.

## **5. Confiscation Procedures**

### **5.1 Process**

- Parents/carers will be notified via ClassCharts.
- Devices will not be returned directly to pupils.
- Parents/carers must collect confiscated devices from Main Reception.
- Collection times: 8:00am–5:00pm, Monday–Friday.
- Devices will be stored securely until collected.

## **5.2 Staff Authority**

Staff may request that a pupil produce their device if there is reasonable suspicion of a policy breach.

## **5.3 Repeated Breaches**

Repeated breaches may result in:

- Additional behaviour sanctions
- Parental meetings
- Compulsory daily hand-in arrangements

## **6. Smart Watches, Ear Buds, Smart Glasses & Other Smart Devices**

### **6.1 Prohibited Devices**

The following devices are prohibited for use during the school day:

- Smart watches
- Smart glasses
- Ear buds, AirPods, headphones
- Any device capable of:
  - Communication
  - Notifications
  - Internet access
  - Audio or video recording
  - Photography

### **6.2 Confiscation**

Smart devices will be confiscated under the same procedures as mobile phones.

## **7. Recording & Photography**

- Recording audio, video, or photographs on the school site is strictly prohibited.
- Pupils and parents must not record any member of the school community without express permission.
- Unauthorised recording will be treated as a serious breach of the Behaviour Policy.

## **8. Emergencies & Contacting Home**

### **8.1 Pupil Contact**

Pupils needing to contact home must do so via:

- Main Reception, or
- Year Team staff

### **8.2 Parent Contact**

Parents/carers needing urgent contact with their child must call Main Reception.

### **8.3 Breaches**

Any pupil found using a device to communicate will have it confiscated in line with this policy.

## **9. Compliance**

All pupils, parents, carers, and staff are expected to comply with this policy. Failure to do so may result in sanctions as outlined in the school's Behaviour Policy.

Exceptions to the policy may be made subject to medical or SEND-related exceptions. These exceptions will be agreed on a case-by-case basis.

## **10. Related Policies**

- Trust Mobile Phone Policy
- Behaviour Policy
- Safeguarding & Child Protection Policy
- Acceptable Use of ICT Policy

## **11. Approval**

This policy was approved by the Senior Leadership Team and is effective from September 2026.