



Holmer Green Senior School

Mobile Phone and Device Policy

September 2026

Introduction

The term "device" denotes mobile phones, iPads and other tablets, smart watches, smart glasses, headphones and earbuds (wired or wireless, including AirPods and similar devices), MP3/MP4 players, wearable technology, AI-enabled devices, and any other portable electronic device capable of communication, internet access, photography, video recording, audio recording, live streaming, transcription, location tracking, data storage, or the use of artificial intelligence applications. This Policy is designed to ensure that potential issues involving mobile devices have been clearly identified and addressed to ensure that they do not interfere with learning, or make students less safe.

This responsible use policy applies to the use of mobile phones on the school site and at extra-curricular activities. The "Trips policy" outlines the use of these on all school trips/visits.

It is the responsibility of students, parents and carers that where mobile devices are brought onto school site, they abide by this Policy. The decision to provide such a device to a child is that of the parent or carers and it is therefore incumbent upon the parent or carer to understand the capabilities and potential use/mis-use of those capabilities.

The school's preference is for students to not bring devices to school as they have a detrimental impact on academic performance.

Statutory Framework

This policy is guided by the relevant legislative frameworks listed at the end of this policy.

Rationale for Policy

We recognise that mobile phones and other digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media such as TikTok, Snapchat and Instagram.

As well as the safeguarding issue the rationale for this is that it has been shown that the effect of banning mobile phones from school premises adds up to the equivalent of an extra week's schooling over a student's academic year. This is according to research by Louis-Philippe Beland and Richard Murphy, published by the Centre for Economic Performance at the London School of Economics. "Ill Communication: The Impact of Mobile Phones on Student Performance" found that after schools banned mobile phones, the test scores of students aged 16 improved by 6.4% or is the "equivalent of adding five days to the school year".

Mobile phones are not to be seen or heard at any time on the school site

1. This includes before or after the school day has started if a student has arrived early or had to stay late.
2. HGSS expects that mobile devices will be switched off/power shut down (data, Bluetooth and Wi-Fi should all be disabled), placed in their phone locker, locked at the docking stations by the school gates, and kept in bags when on the school site. Special lockers are provided for those students with medical needs whom need to manage a specific condition, e.g. diabetes.
3. Devices must not be used to make calls, send messages, access the internet, take photos/videos or use any other application whilst on the school site. The exception to this is where a member of staff has given that student permission (this will be in very rare circumstances). The member of staff will have an unlocking device, to enable the student to use their phone, which must then be re-locked in the locker immediately after use.

Sanctions for mobile phone use

If a phone, smartwatch, wireless headphones are seen or heard on the school site and not locked in the phone locker, or locked in someone else's locker, the following will happen:

- The phone is confiscated until the end of the half-term.
- However, if it is confiscated in either of the last two weeks of the half-term, it will not be returned until the last day of the following half-term.
- **N.B.** An item confiscated in the last two weeks of the second summer half-term will not be returned until the autumn half-term holiday – a confiscation period of around 16 weeks.
- A behaviour point will be issued on SIMS to inform the parents

Any refusal to hand a phone over to members of staff will result in a sanction for defiance as this would constitute the refusal of a reasonable request by a member of staff.

Communication with Home

The school recognises that parents and carers feel the need for their children to have access to a mobile phone for communication with home. This helps with safeguarding and child protection especially in the long dark winter months. We support this wholeheartedly.

We have therefore adopted the following Mobile Phone Policy best use guidance:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times
- Students will need to turn off the phone and place it in their phone locker and lock it before they walk on to the school site. They can turn it back on when they leave the site, after unlocking it at the docking station by the school gates
- If a parent/carers needs to contact a student or a student to contact their parent/carers, this can be done through the school Reception, or via a Pastoral manager.

Inappropriate Conduct and Use of Mobile Devices

1. Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person. This includes using messages, taking/sending photos or objectionable images, and phone/Smartwatch calls. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. Students using devices to bully other students face sanctions in line with our Behaviour and Anti-bullying Policy. It should be noted that it is a criminal offence to use an emergent technology device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Police.
2. Students cannot victimise another student and use their device to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website or social media for public viewing. This also includes using devices to photograph or film any student or member of staff without their consent. In the event that this happens the student will delete those images immediately and be given a suitable sanction. It is a criminal offence to use a device to menace, harass or offend another person and almost all calls, text messages and emails can be traced by the Police. Where it is necessary, the school will refer these incidents to the Police.
3. Any student who uses vulgar, derogatory, or obscene language whilst using a device will be given an appropriate sanction.
4. Students must ensure that files stored on their emergent technology devices do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence. School will hand all such evidence to the Police.

5. At HGSS we are fully aware that some types of harassing or threatening behaviour or communications could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986. Under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and know or believed to be false by the sender. If school feels an offence may have been committed by a student in this way the school will seek guidance from the Police as to the next course of action.

Responsibility for Loss and Disclaimer

We understand why parents/carers may want their child to bring a mobile phone into school, particularly if living in a rural area or travelling some distance to school. Whilst this is understood, the school retains no liability for any phone that is brought into school which is either lost, stolen or damaged or used in a manner which is against the owner's consent. The school's advice is to leave mobiles at home and use the system of contact through the Reception. If, however you have purchased a locker and your child's phone is deposited in that locker for the day the responsibility for that phone rests with you and the locker company.

This Policy has been produced using guidance under Section 2 of the 2011 Education Act which sets out new provisions about mobile phone/Smartwatch and other electronic devices.

For Clarity

- Students should not be seen with their mobile phone out of their mobile phone locker on school-site, the locker of which must then be stored in their bag.
- Phones must be off (power shut down), not on 'silent' or 'vibrate' in their phone locker.
- Students must always bring their phone locker to school, regardless of whether they have a mobile phone as it is part of their school equipment.
- Students without a mobile phone, still need to shut their locker before entering school site as this confirms they do not have a mobile phone on them. If a phone is subsequently found on them it will be confiscated as per this policy.
- If a student forgets their locker on occasion then they must proactively inform the member of staff on the school gate who will tell them to hand it in at reception, from where it will be returned at 3.35pm that day. A student doing this more than twice will be subject to the behaviour policy for lack of equipment.
- If a phone locker is maliciously damaged, e.g. the pin is bent, the locker is cut, then the locker and mobile phone will be confiscated as per this policy and parents/carers must purchase a new locker.
- Wireless headphones and smartwatches are treated in the same way as mobile phones and should be stored in the phone locker. If they are seen outside of this they will be confiscated if seen.
- Students cannot access their phones on school site at any time. This includes before the school day has started whilst they are within the school grounds.
- The same expectations apply for Sixth Form, except they do not require a phone locker and can only use their phones in the Sixth Form Study Room and the coffee lounge during break and lunchtime only.

Recording, Transcription and Artificial Intelligence

Students must not use any device to photograph, film, audio record, livestream, transcribe, monitor, or otherwise capture information relating to other students, staff, visitors, or school activities without the explicit permission of the school.

This prohibition applies to all portable and wearable technology, including smart watches, smart glasses, wireless earbuds, AI-enabled devices and any other device capable of recording, transmitting or storing information.

Students must not create, share, upload, edit, manipulate or distribute images, audio, video or other content relating to members of the school community where such activity is unauthorised or causes

harm, distress, harassment, reputational damage, or safeguarding concerns. This includes content that has been altered or generated using artificial intelligence technologies.

Any misuse of recording-capable devices or AI-generated content may be treated as a safeguarding concern and may result in disciplinary action.

Legislation references:

- Harassment Act 1997
- Malicious Communications Act 1988
- Communications Act 2003
- Public Order Act 1986
- Education Act 2011
- Supporting pupils at school with medical conditions December 2015

Approved by Governors: July 2026

To be reviewed: July 2027