

Mobile phone policy



“PREPARING YOU TODAY FOR A SUCCESSFUL TOMORROW”

The Dean Academy

Mobile Phone Policy and Procedures

Applicable to:	All students and Staff at The Dean Academy
Responsible for the policy & procedures:	Mrs H Rowlands (Headteacher)
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1. Introduction

The Dean Academy recognises and accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. Many students travel alone on public transport, commute long distances to school and/or take part in extra-curricular activities outside of normal school hours. It is also acknowledged that, for many young people, the ownership of a mobile phone is considered to be a necessary and vital part of their social life.

Mobile phones, and in particular smartphones, now include many additional functions such as the integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and access to social networking sites e.g. Facebook, Twitter, Instagram and Snapchat.

However, the consequences of misuse can be serious.

Bullying, intimidation and harassment are not new in society; however, bullying using a mobile phone represents a new challenge for schools to manage. Examples of misuse include:

- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass or intimidate by publishing to a wider audience such as on Facebook or YouTube;
- Bullying by text, image and email messaging;
- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages);
- The posting of material on social networking sites with no thought to the risks to personal reputation and sometimes with the deliberate intention of causing harm to others;
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students;
- General disruption to learning caused by students accessing phones in lessons;
- Students phoning parents immediately following an incident so that the ability of staff to deal with it is compromised;
- Publishing photographs of vulnerable students who may be on a child protection plan, where this may put them at additional risk.

These guidelines outline the expectations of the school on student use of mobile phones and other devices including air pods, smart watches and any other video or voice recording equipment. They also give clear guidance to staff, students and parents about the consequences of breaches of these guidelines.

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2. Procedure

For Years 7 & 8:

- Students are expected to place their mobile phones in to lockable mobile phone storage boxes during tutor time in the morning. Students are allocated a numbered slot in to which they place their mobile phone.
- The tutor will lock the box and then an allocated “phone monitor” from the tutor group will take the locked box to a central storage location (SSC) where a member of SLT will meet them to lock the box away in a lockable store cupboard. The monitor will then return to tutor.
- At the end of the day (3.10pm) the mobile phone monitor will go and collect the box and all students will go to their tutor room and students will remove their phones.
- Students who have a planned absence will be expected to hand their phone in at reception rather than their tutor storage box to collect when they are leaving site early.
- Students who leave school in an unplanned absence (e.g. due to illness) will have their phone collected for them by admin staff who have access to a lock box of spare keys for the boxes.
- If a student does not hand their phone in and is seen with it around site, it will be confiscated and taken to the school reception to be collected at the end of the day. This will be logged on classcharts and parents/carers can see the recorded event.
- If a student has their phone confiscated a second time their parent/carer will need to come and collect it from reception – the student will not be able to. This will be logged on classcharts and parents/carers can see the recorded event. Reception or HoY will contact home accordingly.
- Refusal to hand over a phone results in an after school detention.
- Students with medical reasons are exempt for this with an agreed plan in place (see Appendix 1)

For Years 9, 10 & 11:

- Students are expected to switch their phones and devices (e.g. air pods) off and place in to their school bag or blazer pocket.
- If a phone/device is seen during lesson time or around the school, it will be confiscated, and taken to the school reception to be collected at the end of the day. This will be logged on classcharts and parents/carers can see the recorded event.
- If a student has their phone confiscated a second time their parent/carer will need to come and collect it from reception – the student will not be able to. This will be logged on classcharts and parents/carers can see the recorded event. Reception or HoY will contact home accordingly.
- Refusal to hand over a phone results in an after school detention.
- Refusal to hand over a phone results in an after school detention and the student will need to hand their phone in for storage in a lockable safe box in reception every day.

Right to confiscate

- The school has the right to confiscate any phone or other mobile device (air pods, smartwatches or recording devices) if it is misused in school.
- The right of a school to confiscate items is provided for in Section 91 of the Education and Inspections Act 2006 and DfE Guidance on Mobile phones in schools February 2024.
- The mobile policy should be read in conjunction with Searching, Screening and Confiscation advice for Schools 2022 published by the DfE, including any updates thereafter.

3. Responsibility

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- Students should be advised that if they do bring mobile phones (or other such electronic

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devices) to school, they do so at their own risk and if any damage is caused to the mobile device, the school will not be held accountable.

- Students are discouraged from bringing expensive items to school if it is not necessary to do so. A basic and inexpensive pay-as-you-go mobile phone is advised as the most appropriate.
- In line with police advice, students are advised for personal safety reasons not to display expensive or desirable electronic items in public places, for example on the journey to and from school.
- Education as to responsible use, by students, of mobile technologies will be delivered by the school and included in Personal Development and Computer Science lessons in addition to other sought opportunities such as assemblies and guest speakers. This includes the impact of their use on mental health and the legal aspects. Teachers will be vigilant for the misuse of technology in bullying or as part of classroom disruption.
- We encourage parents/carers to talk to their child about appropriate use and security and will offer opportunities for parent workshops/information evenings.

4. Emergencies

- If a student wishes to make a call or send a text message at any time during the school day, he/she must go to the attendance office/reception who will call on their behalf. Parents/carers are reminded that, in cases of emergency, Student Services remains the most appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students who are feeling ill are not to call parents directly but to go to one of our first aid trained members of staff who will assess them and contact home if needed.

5. Theft or Damage

- It is advised that mobile phones are insured and marked for easy identification and that a record is kept of the device's serial number.
- Mobile phones that are found in the school and whose owner cannot be located should be handed in to reception.
- It is strongly advised that students use passwords/PIN numbers to ensure that unauthorised calls cannot be made from their phones in the event of them being stolen. Passwords/PIN numbers must be kept confidential.
- Lost and stolen mobile phones can be blocked across all networks by contacting the operator with the serial number of the device.

6. Inappropriate Conduct

- Any student caught using a mobile phone to cheat in exams or assessment will face disciplinary action.
- For public examinations, mobile phones and other devices (air pods, smartwatches etc...) are not allowed in the exam room. Students are advised to familiarise themselves with the rules of the exam board.
- It should be noted that it is a criminal offence to use a mobile phone to menace or offend another person. As such, in cases of serious misconduct, the school may consider it appropriate to involve the police.
- Students internally isolated are required to hand in their mobile phones for safe keeping. These will be returned to students at the end of their day in isolation, unless other factors make it inappropriate. Should other factors render it necessary, the procedure for confiscation will be followed.

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7. Safeguarding & Suspicion of inappropriate or criminal use

- Students are not permitted to take photos/film/voice record record themselves, any other students or any staff whilst in school due to safeguarding reasons. This recording could be via use of mobile phones, smartwatches or any other recording device that can be used to record and
- Serious breaches in conduct, particularly involving bullying, will be dealt with by a member of the pastoral team or another suitable senior member of staff. In such cases, parents/carers will always be notified. The sanctions for more serious incidents will vary and will depend on the circumstances, the offence, and the degree to which trust has been breached.
- If the school suspects that a mobile device has been used inappropriately or used to commit an offence, it may be necessary to confiscate the device and examine data or files. If these circumstances arise, the involvement of the Police and the Designated Safeguarding Lead must be considered. Inappropriate data or files may be deleted or passed onto the Police. If a member of staff does not find any material requiring Police involvement, they can delete unacceptable content from the device or retain it as a record of the incident.
- If required, evidence of the offence will be preserved. Victims will be encouraged to keep screenshots for this purpose.
- Where students have been shown to be using mobile phones inappropriately, a bespoke education package as to the legality and impact of their actions will be put in place in addition to any appropriate sanction.

8. Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another student or member of staff, the school will provide support for the victim. This should be discussed with the victim's family or, where the incident involves a member of staff, appropriate support should be obtained.

To support the rehabilitation of a victim, the following support may be offered:

- Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident.
- Other avenues to support the victim, such as Childline or the school counsellor will be suggested.
- The school will ensure that the perpetrator, and any others involved, are educated about the impact of their actions on their victim.
- Where material has been posted online about a victim, the school will provide support in getting material removed, either through discussion with the poster of the material or contact with the service provider.

9. Trips and Visits

- Mobile phones can be very useful on a school trip. This may be used for maintaining communication with parents; use as an emergency contact; taking photographs etc. Mobile phones may be used on school trips but this will be determined on a case by case basis.
 - Trip leaders must ensure they consider the acceptable use of mobile phones on their trip.
 - Students must be briefed about the rules prior to any trip.
 - Details of the rules to be applied on any trip must also be communicated to parents.

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Appendix 1



YEAR 7/8 STUDENT MOBILE PHONE CONTRACT 2025-2026



This mobile phone contract permits _____ (student name) in tutor group _____ to retain their mobile phone on their person instead of placing in to the mobile phone storage cases for the school day.

The reason for this adjustment is (please tick as appropriate):

- Medical purposes:

Reason _____

Drs note acquired (Y/N) _____

- SEND reasonable adjustment

Reason _____

The expectation is that the student will keep their mobile phone on silent/switched off and totally out of site (in their school bag or inside blazer pocket) and will only use it in agreement with a member of staff. If students are using their mobile phone without staff permission (with the exception of diabetic students) they understand staff will confiscate the phone as per our school procedures.

Where there is a medical concern with the student, the school medical procedures need to be followed – that is that the student will inform a member of staff (or ask another student to do so) that they are unwell so that our first aid trained staff can provide medical assistance immediately and that the school will contact home. The student must not contact home directly using their mobile phone without agreement from a member of staff. This is to ensure the safety and wellbeing of the student concerned.

It is understood that should these agreements be breached, the student will be expected to hand their phone in at the start of the day in alignment with other students.

Signed (student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Signed (SLT): _____ Date: _____