

Long Stratton High School

Mobile Phone Policy

Approved by:	Leda Tarabay (Chair of Governors)
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1. Definition

The DfE's guidance "[Mobile Phones in Schools](#)" became statutory in June 2026 and includes in the term 'mobile phones' all devices with communications and smart technology. At Long Stratton High School, this includes, but is not limited to:

- Mobile phones
- Smart watches
- Smart rings
- Tablets
- Any future technological device with communications and smart technology.

All these devices (other than mobile phones) must not be brought to school and will be subject to the same sanctions as mobile phone detection (see section 6.2 Sanctions.)

2. Introduction and aims

At Long Stratton High School, we understand that mobile phones are an important part of everyday life for our pupils, families 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, staff, families, visitors and volunteers
- 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

3. Relevant guidance

This policy meets the requirements of the Department for Education's statutory "[Mobile Phones in Schools](#)" and "[Behaviour in Schools](#)" guidance. Further guidance that has been considered alongside this policy is "[Keeping Children Safe in Education](#)".

4. Roles and responsibilities

4.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently implementing and enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from families quickly and clearly communicate the reasons for prohibiting the use of mobile phones in school.

4.2 Governors

The Governing Body will monitor the implementation of this mobile phone policy and review its effectiveness regularly to ensure it remains appropriate and effective.

5. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. There may be times when staff are required to use their mobile phones for work-related tasks. For instance (this list is non-exhaustive):

- For two-factor authentication
- To access Bromcom
- To log a safeguarding concern
- To access their emails

5.1 Personal mobile phones

Volunteers, contractors and anyone else otherwise engaged by the school are not permitted to use their mobile phone for personal reasons while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it is appropriate for a member of staff to have use of their mobile phone for personal reasons during contact time. For instance (this list is non-exhaustive):

- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements if a member of staff request such an arrangement.

If special arrangements are not deemed necessary, school staff can provide the school office number 01508 530418 for use as a point of emergency contact.

5.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in our E-safety and GDPR policies on the LSHS website.

5.3 Safeguarding

Staff must not give their personal contact details to families or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by families or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, staff must upload their photos or recordings to the school database and delete from their personal phone as soon as possible.

6. Use of mobile phones by pupils

The DfE's guidance on mobile phones states that pupils should not use mobile phones or during the school day. At Long Stratton High School, we believe that mobile phones have a negative impact on behaviour, safety and learning. As a result, students are discouraged from bringing mobile phones to school.

If a mobile phone is brought onto the school site, it must be switched off and placed in a magnetic locking phone pouch during Form Time each day. Mobile phones must remain secured in the pouch throughout the school day. At the end of the day, students may unlock their pouch using the magnetic unlockers located at designated exit points.

Mobile phone pouches are considered an essential item for all student – not just those who have a mobile phone at the time they join the school (so that if and when a pupil does have a mobile phone they bring to school, they already have a pouch ready to put it in). As it is an essential item of equipment, any pupil who does not have their mobile phone pouch with them on any given day will be given a lunch-time detention.

Each pouch is issued to a student when they join Long Stratton High School, and it remains their responsibility until they leave. The pouch remains the property of Long Stratton High School and must be returned on the pupils last day at LSHS. If a pouch is lost, damaged, defaced, or not returned when a pupil leaves, a replacement pouch must be paid for at the replacement cost (currently £16).

In order to ensure the safety of all members of the school community, the school reserves the right, under the Education Act 1996 (as amended), to search any pupils for mobile phones or strong magnets. This could include the use of a metal detector. This may be as part of random checks or if a pupil claims not to have a mobile phone with them. If a student is found to be in possession of a mobile phone that is not secured in the required magnetic locking phone pouch, or of a strong magnet, sanctions will be applied in line with section 6.2 of this policy.

6.1 Exceptions for special circumstances

Pupils may be allowed to use their mobile phone in school if they have a medical need, for example diabetes, and use their phones to monitor their blood sugar.

In this instance, the school may permit pupils to use a mobile phone in school, due to exceptional circumstances, but the phone must be kept in the school-issued medical phone pouch. This exception will be considered on a case-by-case basis. To request such permission, pupils or families should contact the school (Pupil Services) by e-mail (office@lshs.org.uk) or phone (01508 530 418).

Any pupils who are given permission must then sign and adhere to the school's acceptable use agreement for mobile phone use (see Appendix 1) and the school will document the permission (see Appendix 2).

6.2 Sanctions

If a student is in breach of this policy, the following sanctions apply:

First offence	Detention and confiscation of phone(s) overnight (may be over a weekend). This will include any device or devices they have with them and their pouch.
Second offence	Detention and confiscation of device(s) and pouch for one school week.

Further offence(s)	Headteacher discretion (suspension is likely)
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(Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)

Staff also have the power to search pupils' phones in specific circumstances, as set out in the DfE's "[Guidance on searching, screening and confiscation](#)". The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains child abuse or pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

In each case, the sanction given will 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 [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, including on the basis of someone's ethnicity, religious beliefs or sexual orientation

7. Use of mobile phones by families, volunteers and visitors

Families, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Families, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Families or volunteers helping with supervising school events, trips or residential visits must not:

- Use their phone to make contact with other families
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Families or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Families must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day, nor provide them with an additional device that is not then locked inside the mobile phone pouch.

8. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are switched off and placed in their magnetic phone pouch during Form Time.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in a secure, locked unit.

Lost phones that are found should be taken to the main reception and handed to a member of staff. The school will then attempt to contact the owner.

9. 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 families and pupils
- Feedback from staff
- 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 the Governing Body in a timely manner.

Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless previously agreed for exceptional circumstances (for example the health reason of diabetes).
2. Phones must be 'silent' and switched off.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either photo, video or audio) of school staff, other pupils or visitors without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone except your parents/carers.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text/messaging app
 - Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share child abuse, violent content, pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent / Carer name(s):	

The school has agreed to allow [pupil name] to bring their mobile phone to school because they need the phone to support their medical needs.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carers signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.