



WELLSWAY  
SCHOOL

# Mobile Phone & Personal Electronic Devices Policy

For review by Assistant Headteacher – Behaviour and Attitudes  
Approved by SLT

Date of last review: December 2024

Date of next review: December 2026

## 1. Rationale

- 1.1. Mobile phones and other personal electronic devices are now part of everyday life. As a school, we must take a sensible and practical approach. We understand that many parents and carers wish their children to carry a mobile phone for their personal safety.
- 1.2. It is worth noting that there may be health concerns connected with the use of mobile phones and other personal electronic devices and the general availability of these devices can also increase the occurrence of negative behaviour, e.g. cyber bullying.
- 1.3. This policy should be used in conjunction with the Online Safety Policy, the Behaviour Policy and the Anti-Bullying Policy.
- 1.4. This policy applies to phones, tablets, iPads, headphones, smart watches, ear pods and all other mobile devices (please see Section 3).
- 1.5. This policy is applicable to students in Years 7-13.

## 2. The use of mobile phones in school

**This section of the policy describes the use of mobile phones but can also be used to describe the use of any other personal electronic device (PED) including tablets, iPads digital music players including headphones, and smart watches.**

- 2.1. Students, at parental request, are allowed to bring a mobile phone/PED into school but this is only for use on their way to and from school.
- 2.2. Mobile phones/PEDs must be switched off and out of sight (in a bag or locker) when students enter the school site in the morning and during the school day. Students must not use their mobile phone/PED for any purpose including to make calls, listen to music, take or send pictures or access the internet during the school day.  
  
Sixth Form students are permitted to use their mobile phone/PED within the Sixth Form Centre.
- 2.3. Students can only use their mobile phone/PED after they are dismissed by their final teacher and have left the classroom.  
  
If students are taking part in an after-school extra-curricular club/activity then all rules regarding the use of mobile phones/PEDs apply until the club/activity has finished.
- 2.4. Students are not allowed to use other students' mobile phone/PED.
- 2.5. Wellsway School accepts no responsibility for the loss or damage to any mobile phone/PED and it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- 2.6. Parents and carers must not contact their children during the day by mobile phone. Instead parents and carers are asked to contact main reception.
- 2.7. Students will always be offered access to a school phone if they need to urgently contact a parent/carer.
- 2.8. Students who become ill during the day must not use their mobile phones to contact parents and carers; they should use the established procedure via the Student Support office.

- 2.9 If a student abuses the code of conduct by using his/her mobile phone/PED inappropriately, the device, including SIM card, will be confiscated. The following sanctions are then applied:
- A first offence will mean the mobile phone/PED may be collected by the student at the end of the school day from the Student Support office. Parents and carers will be informed by email and a record of the incident will be made.
  - A second offence will mean the mobile phone/PED may be collected by the student at the end of the day from the Student Support office and an afterschool detention will be set. Parents and carers will be informed by email and a record of the incident will be made.
  - A third offence will result in the parent or carer collecting the mobile phone/PED from the Student Support office. If a parent or adult acting in loco parentis is unable to collect the mobile phone/PED it will be returned to the student at the end of the school day after a conversation has been held with the parent/carers. A third offence represents a persistent breach of the rules and therefore the sanction will be in line with that of other serious incidents. Parents and carers will be informed by email and a record of the incident will be made.
  - Failure to attend the arranged Afterschool detention or additional breaches of the mobile phone policy will result in further sanctions being applied.
- 2.10 If the student challenges the authority of a member of staff by refusing to hand over the mobile phone/PED when requested to do so then this will be treated as an example of a serious incident and sanctions will be issued in accordance with the Behaviour Policy.
- 2.11 Following the 'serious misuse' of a mobile phone/PED then sanctions will be applied as set out in the Behaviour for Learning Policy.
- 2.12 These sanctions listed in 2.9 of this policy are reset at the start of each term. However, the Principal has the discretion to revoke the privilege of bringing a mobile phone on to the school site if they feel it is necessary for the safety of the student/ other students.
- 2.13 Students in Years 7-13 are reminded of this policy annually and copies of Appendix 1 (Code of Conduct for the Use of Mobile Phones/ Electronic Devices) are available via the student's tutor.
- 2.14 All offences are recorded by a member of staff based in the Student Support office.
- 2.15 No devices/items containing lasers are permitted. E-cigarettes are not permitted as stated in the Drugs Policy.

### **3. The use of electronic devices to meet specific learning needs**

- 3.1 It is not recommended that students bring large, expensive electronic devices, such as tablets and laptops to school, unless there is a specific need.
- 3.2 The Director of Inclusion will identify students that require a particular electronic device to meet their learning needs and will grant permission for their use. This will be included in the Individual Learning Plan for the student.

### **4. Monitoring and review**

- 4.1 All members of staff will monitor the use of mobile phones, digital music players and other personal electronic devices in accordance with this policy.
- 4.2 On a regular basis the situation will be reviewed to check that the policy is appropriate and workable. The review will include consultation with parents and carers, staff and students
- 4.3 This policy will be reviewed every two years by the Assistant Headteacher, Behaviour and Attitudes.
- 4.4 This policy will be approved by SLT.
- 4.5 Date when policy was last approved: December 2024
- 4.6 Date when next review is due: December 2026

## Appendix 1: Code of Conduct for use of mobile phones/tablets/personal electronic devices

- Students, at **parental request**, are allowed to bring a mobile phone to school for emergency use on the way to and from school only.
- Mobile phones, tablets or other personal electronic devices must be **switched off** and out of sight (in a bag or locker) during the day (**this includes break and lunchtime or on educational school visits**).
- Students can use their phones (and other mobile devices) after they are dismissed by their final teacher and have left the classroom.
- Mobile phones, tablets or any other personal electronic device, must not, under any circumstances, be taken into public examinations.
- Wellsway School takes no responsibility for the loss or damage to any mobile phone/personal electronic device but it is recommended that if brought to school, as is the case with all other possessions it is clearly labelled.
- Parents and carers must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages).
- Students who become ill during the day must not use their mobile phones to contact parents or carers, they should use the established procedure.
- **Students who abuse the above code of conduct will have their phones, tablets or other electronic devices confiscated.**
- **A first offence will mean the phone/tablet/electronic device can be collected at the end of the day and an email will be sent home.**
- **A second offence will result in the phone/tablet/electronic device can be collected at the end of the day, a Community detention being set and an email will be sent home.**
- **A third offence will result in the phone/tablet/electronic device being confiscated until the parent/carer collects it or gives permission for it to be returned.**
- **If the student challenges the authority of a member of staff by refusing to hand over the phone/tablet/electronic device when requested to do so then this will be treated as an example of a serious incident and sanctions will be issued in accordance with the Behaviour Policy. If the student continues to refuse, then this persistent refusal to follow instructions will be treated as an example of Serious Misconduct and a Fixed Term Suspension will be issued in accordance with the Behaviour Policy.**
- **A serious breach of the code will result in the privilege of bringing a phone/tablet/electronic device to school being withdrawn and further sanctions applied as set out in the Behaviour Policy.**