



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**



**KING EDWARD VI
CAMP HILL
SCHOOL FOR BOYS**

In pursuit of educational excellence for all

Mobile Phone Policy

Committee	Pastoral and Curriculum
Policy Type	School Policy
Policy Owner	Deputy Head – Pastoral
Statutory	N
Publish Online	Y
Last Review Date	January 2026
Review Cycle	2 yearly
Next Review Date	January 2028
Expiry Date	This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will become non-applicable once the updated version has been approved.
Version	3

1. Introduction

Mobile phones, smart watches, and in particular smartphones, now include many functions such as the integrated camera, video recording capability, instant messaging, social media platforms, mobile office applications and mobile access to the internet. These allow immediate access to messaging, email, and social networking sites. When used creatively and responsibly, the smartphone has great potential to support a student's learning experiences. 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 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 on social media;
- Bullying by text, image and email messaging;
- The use of a mobile phone for the sharing of nude images, the sending of provocative or sexually explicit images or messages;
- The posting of material on social networking sites with no thought to the risks to personal reputation and/or 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 school;
- Pupils contacting 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.

This list is not exhaustive.

The guidelines in this policy outline the expectations of the school on student use of mobile phones and smart watches. They also give clear guidance to staff, students and parents about the consequences of breaches of these guidelines.

2. Responsibility

- It is the responsibility of pupils who bring mobile phones or smart watches to school to abide by the guidelines outlined in this document.
- Pupils should be advised that if they do bring mobile phones (or other such electronic devices) to school, they do so at their own risk. The security of the phone will remain the pupil's responsibility at all times and in all lessons, including PE/Games. All pupils have access to a locker and they are strongly recommended to lock their phone or smart watch in their locker for the full duration of the day.
- The school cannot be held responsible for loss or damage of mobile phones or smart watches.
- Pupils are discouraged from bringing expensive items to school if it 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, pupils 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 pupils, of mobile technologies will be delivered by the school and included in PSHE and pastoral programmes. 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.

3. Acceptable Use

Pupils are allowed to carry their personal mobile phones in school in accordance with the following principles:

- Mobile phones and smart watches must be switched off in all classes, corridors and other areas during the period 08:45am to 3:35pm. It is not acceptable for phones or smart watches merely to be put on silent mode.
- If a student chooses to remain in the school buildings outside of these hours, then the requirement for mobile phones and smart watches to be switched off continues.
- During these times phones and smart watches should be completely switched off. If a phone or smart watch is heard or seen then it will be confiscated in accordance with Section 7 of this policy. In an attempt to communicate this clearly, students should remember the phrase: “See it, hear it, lose it”.
- Use of mobile phones or smart watches during lessons or registration will not be allowed under any circumstances.
- If a pupil wishes to make a call or send a text message at any time during the school day, they must go to the school office to seek permission to do this (or find the nearest teacher to request permission if the matter is urgent). Parents/carers are reminded that, in cases of emergency, the school office remains the most appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Pupils should protect their contact details by only giving them to friends and keeping a note of who they have given them to. This can help to prevent the pupil’s number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- Sixth Formers are permitted to use their mobile phone discreetly during unsupervised time in the Sixth Form Common Rooms only. They are still bound by the rules on unacceptable use outlined in this policy.
- The camera function, including any sound recording, is prohibited at all times and in all places.
- Personal tablet and personal laptop use is allowed in lessons for Sixth Form students only, and only with permission from the teacher, and students must only access data through the school wifi. Students must agree to and sign an acceptable usage policy. Use of any mobile data network is not allowed as this would bypass the school’s filtering and monitoring systems.

Staff use of mobile phones:

The following is a direct quote from government guidance: Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day.

4. Unacceptable Use

Any use of a mobile phone outside of the principles outlined above will be deemed unacceptable and can result in sanctions. The school will also consider any of the following to be unacceptable and a serious breach of the school's behaviour policy, resulting in sanctions being taken:

- Photographing or filming staff or other pupils.
- Posting photographs or other material about a member of staff or another pupil online.
- Photographing or filming in toilets, changing rooms, the swimming pool and other similar areas.
- Downloading or viewing inappropriate content such as pornography or extreme violence.
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts.
- Refusing to switch a device off or hand over a device at the request of a member of staff.
- Inappropriate use outside school hours will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

5. Theft or Damage

- The school cannot be held responsible for loss or damage of mobile phones or smart watches.
- It is advised that mobile phones and smart watches are insured and marked for easy identification and that a record is kept of the device's serial number.
- Pupils are strongly encouraged to keep mobile phones and smart watches locked in lockers for the full duration of the day.
- Mobile phones that are found in the school and whose owner cannot be located should be handed in to the school office.
- It is strongly advised that pupils use appropriate security such as passwords/PIN numbers/thumbprint/facial recognition 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.
- Where appropriate, switching on location technology such as "Find my iPhone" would be helpful to locate a lost phone
- 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 pupil caught using a mobile phone or smart watch to cheat in exams or assessment will face disciplinary action.
- For public examinations, mobile phones and smart watches are not allowed in the exam room. Pupils are advised to familiarise themselves with the rules of the exam board.
- For all other examinations, mobile phones and smart watches should be turned off if they are to be carried.
- Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone or smart watch will face disciplinary action.

- 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.

7. Sanctions

- Pupils who infringe the rules set out in this document could face having their phone or smart watch confiscated by a member of staff. All infringements will be recorded on the school's MIS.
- In any given full term, on the first infringement of this policy, the mobile phone or smart watch would be confiscated by the teacher and taken to the pastoral office, where it would be securely stored. A record will be made of the incident. The pupil will be able to collect the mobile phone at the end of the school day at 3:35pm, and they will be expected to attend a 15 minute detention at that time.
- On the second infringement, the mobile phone or smart watch would be confiscated by the teacher and taken to the pastoral office, where it would be securely stored. Parents/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. This consent may be given over the phone.
- Subsequent infringements will necessitate a call from the pupil's Head of Year to parents/carers to discuss whether or not to withdraw the agreement to allow the student to bring the phone or smart watch into school. The school may also require the parents to collect the device rather than returning it directly to the student.
- The infringement counts will reset each full term.
- Any infringement which involves the disruption of learning or teaching may also be punished with an after-school detention, or other appropriate sanctions at the discretion of the teacher.
- Serious breaches in conduct, particularly involving bullying, will be dealt with by a Head of Year 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.
- The Headmaster or a designated staff member have the right to view files stored on confiscated mobile phones or smart watches and, whilst it is not a legal requirement, will in most cases seek the cooperation of parents in deleting any files which are in breach of these guidelines, unless these are being preserved as evidence. The involvement of the Designated Safeguarding Lead must be considered at this point.
- If required, evidence of the offence will be preserved. Victims will be encouraged to keep screenshots for this purpose.
- In serious cases the school may need to contact the police or other external services.

8. Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil 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.
- The school will ensure a fully documented case history of the incident is recorded and appropriate notes are placed on perpetrator's files.
- 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

- School rules and this policy remain existent on trips and visits and any off-site activities where pupils are representing the school.
- Visit leaders must ensure that they consider the pupils' potential use of mobile phones on their trip and make reference to this in any risk assessment. Visit leaders are responsible for student safety and welfare during the trip and must design and implement suitable rules that provide sufficient protection for the pupils in their care.
- Pupils must be briefed about the specific rules prior to any trip, which should be included in the code of conduct document signed by all students, and the details must also be communicated to parents via a letter or parents' meeting as appropriate.