

# Policy on Mobile Devices and Electronic Equipment

**Author:** J Bailey

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Part of the

**Oak**   
Learning Partnership

# Philips High School

## Mobile Devices and Electronic Equipment Policy

### 1. Purpose

Philips High School is committed to providing a safe, calm, and focused learning environment. In line with **Department for Education guidance (2024)**, the use of mobile phones and similar electronic devices is prohibited during the school day. This helps to reduce distraction, prevent bullying or misuse, and support positive behaviour.

### 2. Scope

This policy applies to:

- Mobile phones
- Smartwatches
- Headphones/earbuds
- Any device capable of online access, communication, recording, or playing media

### 3. Expectations

- Mobile devices **must not be seen, heard, or used** anywhere on the school.
- Devices must remain **switched off and stored safely in pupils' bags** throughout the day.
- Devices may only be used **with explicit staff authorisation** for exceptional circumstances (e.g., medical need, safeguarding).
- A member of staff must be present at the time of use and given agreement to use.

#### 4. Confiscation Procedures

- If a pupil is found using a device, it will be **confiscated immediately** and taken to the school office for secure storage.
- The device will be returned to the pupil at **3:30pm** the same day.

#### 5. Repeat Offences

- **Second incident:** Device confiscated until collected by a parent/carer.
- **Third incident:** Meeting arranged with parent/carer and referral to the Senior Leadership Team. Further sanctions (including corrections, extended confiscation, or behaviour contracts) may apply.
- Refusal to hand over a device will be treated as a serious breach of the **School Behaviour and Relationships Policy** and escalated accordingly. The pupil will remain in the Reflect room until the issue is resolved.

#### 6. Responsibilities

- Students bring devices onto school premises at their own risk.
- Philips High School accepts **no responsibility** for loss, theft, or damage to any personal electronic equipment brought into school.
- All staff are authorised to confiscate devices in line with this policy.

#### 7. Communication

- The policy will be displayed in classrooms and corridors, shared with parents/carers via the school website. The policy will be reinforced regularly with pupils.
- Parents/carers are encouraged to contact the school office, rather than students directly, if urgent communication is required during the school day.

#### 8. Review

This policy will be reviewed annually by the Senior Leadership Team, considering government guidance and the effectiveness of enforcement.

## Mobile Devices – Student Rules

**To keep our school safe, calm and focused:**

### **Do NOT**

- Use or check your phone anywhere on site during the school day.
- Use headphones, earbuds, or smartwatches.
- Record, photograph or message during lessons or around school.
- Refuse to hand over your device if asked by staff.

### **Do**

- Keep your phone **switched off** and in your bag all day.
- Hand your phone in straight away if a teacher asks you to.
- Let your parent/carer contact the school office if they need to reach you.
- Follow the same rules on trips, visits and when representing school.

### **Consequences**

- **1st time** – phone confiscated and collected at 3:30pm.
- **2nd time** – parent/carer must collect phone.
- **3rd time** – meeting with Senior Leadership Team + further sanctions.

### **Remember**

- Devices are brought into school **at your own risk**.
- The school is **not responsible** for lost, stolen, or damaged phones.
- The rule is simple: **"See it, hear it, use it = lose it."**

 **This policy is here to help everyone learn without distraction.**

Thank you for helping to keep Philips High School a safe and focused place to learn.