



The Robert Carre Trust

Mobile Phone and Device Policy

Contents

Mobile Phones – Possession and Use	1
Mobile Phones – Policy for KS3 and KS4 students	1
Mobile Phones – Policy for Key Stage 5	2

Mobile Phones – Possession and Use

Mobile phones are a part of modern society and the Trust accepts that many students will possess them. They are a useful tool, especially where the issue of safety during the journey to and from school is concerned and the Trust acknowledges that parents and students would want them to be available to achieve this. However, teachers and students have a right to teach and learn in a school environment which is free from interruption by mobile phones and other such devices.

Mobiles phones in schools present a number of challenges, including:

- Mobile phones interrupting lessons and disrupting the learning of others
- Possible theft of mobile phones
- Requirements from public examination boards regarding mobile phones in examination rooms
- The ever-increasing sophistication of mobile phone technology, which increases the possibilities of inappropriate use, particularly regarding video and photographic capabilities
- The need for students to be responsible regarding the care of their possessions
- The negative impact of social media and cyberbullying.

The Trust recognises the benefits that mobile phones offer students and parents and realises that an outright ban would result in a loss of these benefits. However, it is the school's responsibility to promote the safe and responsible use of mobile phones during the school day. Whilst the Trust would prefer students not to have mobile phones in school and would rather they use the existing facilities within school, we realise that this cannot cover the period when students are travelling to and from school. It is against the above background that the following policy has been adopted.

Mobile Phones – Policy for KS3 and KS4 students

- Students are discouraged from bringing mobile phones/devices to school.
- Students are reminded that they should use the school's office staff if they need to contact their parents.
- Parents are reminded that only **URGENT** messages may be transmitted via the school office staff during school hours.

If parents choose to permit their child to bring a mobile phone to school, the following rules apply:

- The school accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss, or theft

- Mobile phones may not be used at any time during the school day on school premises, i.e., between the hours of 8.40am and 3.30pm
- Parents needing to contact students can do so, either by calling the school office with **URGENT** messages or by sending a text message to their child's phone which can be checked at the end of the school day
- Mobile phones and accessories must always be switched off and out of sight. If a phone rings, or is seen by a member of staff, or if inappropriate use is made of the phone, it will be confiscated.
- First offence will result in the student collecting the phone from the School Office at 3.30 pm.
- A second offence means that parents will be contacted by email and asked for their support in enforcing the rules with their child. An arrangement may be made between school and parents for the school to confiscate the phone overnight.
- If there is a subsequent offence then parents may be expected to collect the phone from the School Office. Students may use the phone in the office to arrange this. The phone will be confiscated during school hours for a period of time and kept in the safe.
- The only exemption to this is when the student has been given special permission to keep their telephone with them for specific health-related reasons.
- Mobile phones which have a calculator, music or camera facility may only be used in class following **EXPLICIT** instruction to do so from the class teacher concerned for **SPECIFIC** tasks.
- Teachers will not routinely set tasks in class that require Key Stage 3 students (Years 7-9) to use a mobile phone. Homework tasks may require access to the internet, but no assumption is made that students will own a smartphone for their homework
- In Key Stage 4 (Years 10-11) teachers may provide permission for students to access a mobile device during a lesson for learning purposes, e.g. to access an image taken on a phone for use in an Art lesson, to complete a learning survey or quiz.

Mobile Phones – Policy for Key Stage 5

It is recognised that Sixth Form students should have some privileges regarding the use of mobile phones in school, so it is essential that they model the responsible use of such devices to their younger peers. The following represents the behaviours expected of Sixth Form students:

- Students should not walk around the school site using phones between lessons and at break and lunch in view of the younger students.
- Mobile phones may be used in class following instruction to do so from the class teacher and in the sixth form common rooms and designated workspaces.
- Mobile Phones can be used during Supervised Study Sessions or in the Library at KSHS and Sixth Form workspaces at CGS in Sixth Form Study sessions for 2 purposes:
 - 1.To support learning e.g., using it to research information, complete interactive quizzes, listen to TED talks etc.
 - 2.To listen to Music. This should be through earphones.
- KS5 students should not use their phone in the Library at KSHS or LRC at CGS during Break or Lunch

Any breach of this policy by Sixth Form Students may result in sanctions as set out above for students in Key Stages 3 and 4.

This policy is the same for all Key Stage 5 students across all three sites in the Sleaford Joint Sixth Form.

Agreed by SLT March 2025

Next Review Due: March 2026 (annually)