



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

(currently being reviewed)

School Policy 4c -Mobile Phone Policy

The Governors' Committee responsible for this is the Full Governing Body

The person in the school who prepares the text of this policy for the Governors is the Headteacher.

This policy applies to Year 7-11

Sixth Form arrangements are as outlined below

Review Date – Yearly

(updated if any there have been any amendments)

Policy Position: Archbishop Tenison's is a mobile phone-free school for pupils in Years 7–11. Mobile phones, AirPods, headphones, earphones, smart watches, smart glasses and similar devices must not be seen, heard or used anywhere on the school site unless explicitly permitted by staff. Smart glasses are banned on site unless an exceptional arrangement has been agreed in advance by the school. Pupils who bring phones to school must hand them in during morning line up. Phones will be stored securely during the school day and returned during afternoon line up. Sixth Form access is a privilege and is governed by Section 7.

The Policy Summarised

Archbishop Tenison's Church of England High School is committed to providing an environment of academic study, personal development, self-discipline and positive relationships.

The school recognises that mobile phones and similar devices can:

- Distract pupils from learning.
- Undermine concentration and social interaction.
- Increase safeguarding risks.
- Contribute to bullying and inappropriate online behaviour.
- Reduce the calm and orderly environment needed for successful learning.

All pupils in Years 7–11 who bring a mobile phone or associated device to school must hand it in during morning line up. Phones, AirPods, headphones, earphones, smart watches, smart glasses and similar devices must not be seen, heard or used anywhere on the school site, including before school, during line up, break, lunch, lesson changeover and after school while pupils remain on site. Smart glasses are banned on site unless an exceptional arrangement has been agreed in advance by the school. Devices will be securely stored during the school day and returned during afternoon line up. This policy also applies to:

- Headphones and earphones.
- Airpods and similar wireless devices.
- Smart glasses and similar wearable technology capable of communication, recording, internet access, display or audio playback. Smart glasses are banned on site unless an exceptional arrangement has been agreed in advance by the school.
- Smart watches capable of communication, recording or internet access.
- Smart watches capable of communication, recording or internet access.

Sixth Form students are expected to model maturity, responsibility and self-discipline. Any additional access to mobile devices is a privilege rather than an entitlement and must be used in accordance with

Selborne Road, Croydon CR0 5JQ • Tel: 020 8688 4014

www.archten.croydon.sch.uk • reception@archten.croydon.sch.uk

Interim Headteachers: Miss Akanho and Mr Koramoa

Section 7: Sixth Form Expectations.

In Practice

1. Bringing a Phone to School

Pupils may bring a mobile phone to school for use on their journey to and from school.

If a pupil brings a phone to school:

- The phone must be clearly labelled with the pupil's name.
- Pupils are strongly encouraged to use a protective case.
- Phones and associated devices must be switched off and kept away from the point a pupil enters the school site until they are handed in.
- Phones must be surrendered during the morning collection process.
- This includes AirPods, headphones, earphones, smart watches, smart glasses and any similar device capable of communication, recording, internet access, display or audio playback.

Parents and carers are strongly encouraged not to send pupils to school with high-value devices.

2. Morning Collection Procedure

During morning line up:

- Pupils who have brought a phone must hand it to their tutor or designated member of staff.
- Phones will be placed into secure, organised storage.
- Staff may check that pupils have handed all devices in for storage. This will be done in line with DfE Searching, Screening and Confiscation Guidance.
- Pupils arriving late must report to Pupil and Student Services and hand in their phone before attending lessons.

Any pupil found in possession of a phone after the collection process will be considered to have failed to follow the Mobile Phone Policy.

3. Afternoon Return Procedure

Phones will be returned at afternoon line up.

Pupils are expected to:

- Collect only their own phone.
- Check that they have received the correct device.
- Report any concerns immediately.

Once pupils have left the school site, the school will not investigate claims that a different device was issued unless the concern was reported at the point of collection.

4. Storage, Loss and Damage

The school will take reasonable steps to store phones securely during the school day.

However:

- Mobile phones and associated devices are brought to school at the pupil's and parent/carers own risk.
- The school does not encourage pupils to bring expensive devices to school.
- Parents and carers are encouraged to ensure devices are appropriately insured where necessary.
- Devices should be protected by a suitable case.

The school accepts no responsibility for loss, theft or accidental damage to mobile phones or associated devices unless such loss or damage is caused through clear negligence by the school. Any concerns regarding damage must be reported immediately upon collection of the device. The form tutor will ensure the concern is recorded and passed to the relevant pastoral or senior member of staff for follow-up.

5. Failure to Hand in a Phone

If a pupil is found with a phone after the morning collection process, or is found to have retained a second phone or associated device, this will be treated as a breach of the Mobile Phone Policy. Any other behaviour linked to mobile phone use will be dealt with in line with the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy and Data Protection Policy where relevant.

Occasion	Action
First occasion	Phone confiscated. Demerit issued. Parent/carer informed. Phone returned the next day at line up.
Second occasion	Phone confiscated. Parent/carer informed. Phone retained by the school. The phone will be returned after three school days or to a parent/carer collecting it from school, whichever occurs sooner.
Third and subsequent occasions	Phone confiscated. Parent/carer meeting arranged and phone will not be returned until this meeting has happened. Further sanctions may be imposed in line with the Behaviour Policy. The school may require the pupil to leave their phone at home, or hand it directly to a member of the pastoral team or reception each morning, for a specified period. Persistent breaches may be treated as a refusal to follow school procedures and escalated through the Behaviour Policy.

6. Safeguarding and Misuse of Devices

The school takes particularly seriously any use of mobile phones involving:

- Taking photographs or video recordings without permission.
- Sharing images of pupils, students or staff.
- Bullying, intimidation or harassment.
- Threatening behaviour.
- Accessing or distributing inappropriate content.
- Any conduct that creates a safeguarding concern.

Any such incident may result in:

- Immediate confiscation.
- Parent/carer contact.
- Safeguarding investigation.
- Behaviour sanctions.
- Police involvement where appropriate.

The school will not tolerate the use of technology to bully, threaten, humiliate or harm members of the school community.

Pupils and students are expected to use all technology in a way that is safe, respectful and lawful. They must not use mobile phones or associated devices to invade privacy, compromise security, bully others, or share personal information without permission.

Pupils and students must not reveal, record, photograph, share, store or distribute personal information about themselves, other pupils, students, staff, visitors or families without permission. This includes addresses, phone numbers, photographs, videos, passwords, private messages, account details and other personal or sensitive information.

Pupils and students must not share passwords, unlock devices for others, access another person's device or account, or use technology to access, copy, change, delete, photograph or share another person's files, folders, accounts, messages or digital content. Any concern about a compromised password, account or device should be reported to staff immediately.

Misuse of a mobile phone or associated device, including smart glasses or wearable technology, on the journey to or from school may be dealt with under the Behaviour Policy where it affects members of the school community, disrupts school life, damages the reputation of the school, or creates a safeguarding concern. This includes behaviour online, photographs, recordings, bullying, intimidation or inappropriate sharing of content involving pupils, students, staff or visitors.

6.1 Searching, Confiscation and Legal Powers

Where a pupil or student is suspected of possessing or misusing a mobile phone, associated device, smart glasses, wearable technology or smart technology in breach of this policy, staff will act in line with the school's Behaviour Policy and statutory guidance on searching, screening and confiscation. Authorised staff may search for, seize and retain items where this is permitted by law and school policy. Any search or confiscation will be carried out reasonably, proportionately and with due regard to the pupil's age, individual needs, dignity, welfare and safeguarding context. Staff must not access, search through, copy, share or delete content from a confiscated device unless there is a clear safeguarding, disciplinary or legal reason to do so and this has been authorised by a senior leader or designated safeguarding lead. Where there is a concern that a device contains indecent images, evidence of a criminal offence, serious bullying, threats, exploitation or other safeguarding risk, the device should be secured and advice sought from the Designated Safeguarding Lead before any further action is taken. Police or external agency involvement may be required where appropriate.

6.2 Data Protection and Privacy

The school will handle any personal information connected with this policy in accordance with UK data protection law and the school's Data Protection Policy. Records relating to confiscation, behaviour incidents, safeguarding concerns, parent/carers contact or device-related investigations will be limited to what is necessary, recorded accurately, stored securely and retained only for as long as required under the school's retention arrangements. Where photographs, recordings, screenshots, messages or other digital material are relevant to a safeguarding or behaviour matter, staff must avoid unnecessary duplication or sharing. Any evidence retained by the school must be stored securely on approved school systems and shared only with staff or external agencies who have a legitimate need to know. Parents, carers, pupils and students have rights in relation to their personal information. These rights will be managed through the school's normal data protection procedures. Safeguarding and child protection duties may affect how and when some information can be shared.

7. Sixth Form Expectations

Archbishop Tenison's Sixth Form seeks to develop independent, responsible and self-disciplined young adults who are prepared for higher education, employment and adult life. Any additional access to mobile phones during the school day is a privilege, not an entitlement, and may be withdrawn where expectations are not met. This approach supports a calm, focused and purposeful learning environment.

7.1 Access to Mobile Phones

Sixth Form students are subject to the school's mobile phone procedures. Where students are permitted access to their devices during supervised study periods or within designated Sixth Form provision, use must be consistent with the expectations below.

7.2 Acceptable Use

When permitted, mobile phones may be used for educational and organisational purposes, including:

- Accessing learning platforms, emails and school communications.
- Academic research and independent study.
- Revision applications and educational resources.
- Viewing timetables and organising schoolwork.
- Photographing notes or learning materials with permission where appropriate.
- Listening to music through headphones during independent study where this does not disturb others.

Students should ensure that mobile phones remain on silent or Do Not Disturb mode whilst on the school site.

Sixth Form students may only use mobile phones, AirPods, headphones or similar devices in designated Sixth Form areas or where a member of staff has given explicit permission. Smart glasses are banned on site unless an exceptional arrangement has been agreed in advance by the school. Students must not use these devices around the wider school site, including corridors, playgrounds, toilets, the canteen, lesson changeovers or areas used by pupils in Years 7–11.

7.3 Unacceptable Use

Mobile phones must not be used for:

- Social media browsing or posting during study periods.
- Gaming.
- Streaming films, television programmes or entertainment content.
- Watching non-educational videos.
- Recreational internet browsing.
- Personal messaging, calls or online activity that distracts from study.
- Any activity that disrupts the learning of others, including the use or wearing of smart glasses or similar wearable technology.

If a member of staff judges that a phone is being used inappropriately, the student will be required to surrender the device immediately.

The device will be taken to Pupil and Student Services or the Sixth Form office, logged on the school's behaviour system, stored securely and normally returned at the end of the school day. Parent/carer contact will be made where misuse is repeated, serious, or linked to safeguarding, bullying, intimidation, inappropriate recording, sharing of content or wider behaviour concerns.

7.4 Safeguarding and Respect

Sixth Form students must:

- Use technology responsibly and respectfully at all times.
- Not photograph, film or record any student, member of staff or visitor without their permission.
- Not share images, videos or content that may cause offence, harm or embarrassment.
- Never use mobile phones in toilets, changing rooms or other private areas.
- Follow all school policies relating to safeguarding, behaviour, anti-bullying and online safety.

Students are expected to model positive digital citizenship and maintain a digital footprint that reflects the values and standards of Archbishop Tenison's Church of England High School.

7.5 Examinations and Assessments

Mobile phones are prohibited in all internal and external examinations and assessments unless expressly permitted under JCQ regulations or by the school. Any breach of examination regulations relating to mobile phones will be dealt with in accordance with JCQ requirements and may result in disqualification from the assessment.

If a mobile phone or associated device is found during an examination or assessment, the school will follow the relevant examination board and JCQ procedures. This may include confiscation, reporting the incident and applying any sanctions required by the awarding body.

7.6 Personal Responsibility

Students bring mobile phones and other electronic devices onto the school site at their own risk. The school accepts no liability for the loss, theft or damage of personal devices.

7.7 Failure to Meet Expectations

Where a Sixth Form student fails to comply with this section of the policy, the school may:

- Require immediate surrender of the device.
- Retain the device in line with the school's confiscation procedures.
- Require a parent or carer to collect the device.
- Require the device to be handed in daily for a specified period.
- Withdraw any Sixth Form mobile phone privileges.
- Apply behaviour sanctions where appropriate.

Repeated misuse may be considered a failure to meet the standards expected of a Sixth Form student and may result in further intervention.

8. Exceptional Circumstances

Where a pupil requires access to a mobile phone because of:

- A medical condition.
- A disability.
- A SEND need.
- Another exceptional circumstance.

Reasonable adjustments may be agreed by the school. Such arrangements will be determined on an individual basis by the relevant pastoral, safeguarding and inclusion leaders.

Further Information

This policy should be read alongside the Department for Education statutory guidance on mobile phones in schools, the DfE guidance on searching, screening and confiscation, Keeping Children Safe in Education, the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy, Acceptable Use Policy and Data Protection Policy. Schools are expected to prohibit the use of mobile phones and similar smart technology throughout the school day, including lessons, time between lessons, break time and lunchtime. The school will apply this policy in a way that is reasonable, proportionate, consistent with its safeguarding duties, and mindful of pupils' welfare and individual circumstances.

Summary of Key Expectations

- Years 7–11 phones must be handed in every morning.
- Phones must be clearly labelled.
- Devices are stored securely and returned at afternoon line up.
- 1st breach: confiscation, demerit, parent/carers informed and return the next day.
- 2nd breach: confiscation and return after 3 school days or parent collection.
- 3rd + breach: parental meeting and escalation through the Behaviour Policy.

- Refusal to hand over a device is treated as defiance.
- Safeguarding-related misuse will be dealt with at a higher level and may involve external agencies.
- Sixth Form phone access is a privilege; misuse may lead to confiscation, parent/carer collection, daily hand-in arrangements or withdrawal of privileges.
- Sixth Form students must only use devices in designated Sixth Form areas or with explicit staff permission; wider-site use may lead to confiscation and logging. Smart glasses are banned on site unless an exceptional arrangement has been agreed in advance by the school.
- Mobile phones are prohibited in examinations and assessments unless expressly permitted under JCQ regulations or by the school.