

## Testwood School Mobile Phones/Smart Devices

Key Responsibility	PW
Last Review:	July 2025
Next Review:	July 2026

### Revision History

Version	Date	Amendments	Initials
V1.0	08.07.25	New policy	PW

### ALL DEVICES ARE BROUGHT INTO SCHOOL AT YOUR OWN RISK

The purpose of this policy is to uphold Testwood School's duty as described in the DfE Guidance on Mobile Phones, February 2024.

[https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

### Rationale & Practice

The DfE (February 2024 LINK) states: 'All schools have a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. One of the greatest challenges facing schools is the presence of mobile phones. Mobile phones (Smart Devices) risk unnecessary distraction, disruption and diversion.'

For the purpose of this policy, the phrase 'Smart Device' will apply, meaning any device used now, or in the future, that allows communication, connection to the internet or recording of information; video, audio, photographs or otherwise. The definition of 'Smart Device' will be monitored on an annual basis and amended accordingly in line with the latest technology.

Students do not need personal smart devices in school in order to access learning or help or support during school hours. In replacing the feeling or sense of needing a phone to be organised or feel safe this policy also sets out basic expectations of students to make sure they can access learning and support in school without a phone or smart device on their person.

In order to contact their young person during the school day in an emergency parents and carers will need to contact the school, as the young person will not be able to access their mobile phone between 8.30am and 3.00pm.

The school recognises its duties under the Children and Families Act 2014 to support young people with medical needs as well as its duties under the Equalities Act 2010.

Parents/carers of students with a medical requirement to keep a smart device on their person during the school day must contact the school in advance to discuss and agree the management of this within school. Such exemptions will be considered on a case-by-case basis. For example, a diabetic student could carry a smart device to monitor blood sugar levels with the smart device limited/locked down to only that function.

### **Procedure / logistics**

- Students must use it sensibly, safely and properly to and from school.
- Students must be at their tutor base to start tutor time at 8.30am and immediately turn off and then lock their smart device in a locker, with their padlock. This includes their assigned assembly day each week.
- Students may bring in their own padlock or purchase a padlock from the school
- If a student misplaces their padlock, their phones will be stored in a locker with the tutor.
- Students return to tutor time at 2.50pm to meet their tutor and collect their smart devices.
- Students staying in school after 3pm for a club or activity can have their smart devices with them and use them only with permission of their supervising staff member.
- Students with a phone on their person between 8.30am and 3pm will have their device confiscated and this must be collected by their parent/carer.
- Students found to have their device on them on more than one occasion may find escalated behaviour sanctions
- If a student forgets their padlock code, they should report to a teacher for school to call home. Parents/carers only can give permission to the school to cut the padlock and retrieve the device. The student will also be supported to stay in school until parent/carer can provide a spare key, or the smart device can remain in the locker, secured until the next day.

### **Contact with home**

- Parents/carers should contact the school via reception should an urgent/emergency message need to be passed to their young person.
- Reception is staffed from 8.00am to 4.00pm (Monday - Thursday) and from 8.00am - 3.30pm (Friday).

### **Circumstances where a student needs to have access to a smart device in the school day**

- Medical advice may require a smart device to be accessible to the young person, for example, for monitoring of blood sugar levels by a diabetic student. School and home will work together to secure suitable arrangements that enable the young person to have access to the smart technology they need without breaching other aspects of this policy.
- Students with special circumstances agreed by the school are not exempt from all other elements of this policy including actions arising from misuse.

### **Staff and visitors during the school day**

- Staff will not access personal smart devices for personal reasons while in student facing time (lessons, duties, assemblies etc) or during professional time relating to their role (meetings, conducting their normal work etc).
- Staff will only access personal smart devices when not supervising students or at their normal breaks from duties, in staff only spaces or empty classrooms/offices.
- Visitors will be required to have phones or smart devices on silent or off. No recording of video or audio is permitted on site unless specific permission is requested.

### **Monitoring**

- The Students, Welfare and Curriculum committee will require an annual report from school leaders on the implementation of this policy including impact on behaviour, learning and the number and reasons for exceptional circumstances.