



The Radclyffe School

“Working Together for Excellence”

MOBILE AND ELECTRONIC DEVICES POLICY

Approved by	Local Governing Committee
Date Approved	Autumn 1 2025
Next Review Date	Spring 2029

Contents

1. Policy Statement	1
2. Objectives of the Policy.....	1
3. Mobile and Electronic Devices Guidelines.....	1

1. Policy Statement

We want our school to be a "caring, safe, and supportive learning community that positively transforms the lives of our students" by delivering the highest standards of education and equipping them with the knowledge, skills, and habits to become successful lifelong learners and global citizens.

2. Objectives of the Policy

Our approach to electronic devices including mobile phones, smart phones, smart watches, MP3 devices is that they are not to be seen or heard at any point during the school day (including before school, break and lunch time).

For clarity, the school day begins immediately when students walk through the school gate and ends when the student leaves the school building.

This policy must be strictly adhered to and if mobile devices are seen, heard or used by students outside of the following rules, they will be confiscated and handed in to the school office by the member of staff.

On the first occasion students will have their device returned at the end of the day, from the school reception/office.

On the second occasion the device will not be returned until the end of the following school day.

On the third occasion or more a parent or guardian will be expected to come in to collect the device for their child from the school office.

If this period spans a weekend, devices will not be returned until the **next school day, so if a device is confiscated on a Friday it will not be returned until the Monday after school.** Confiscations resets every term i.e. September, January and April. Any students that refuse to hand over their device will have a day in our focus room (internal isolation room) and parents will be invited in to support in the confiscation of the mobile and or electronic device.

Parents are asked not to put staff in a difficult situation by asking for devices to be returned early when students have been in breach of school policy.

3. Mobile and Electronic Devices Guidelines

- Students must not use a mobile device or headphones anywhere in school during the school day, except under the specific direction of a teacher.
- Students must not photograph or record other students unless explicit permission is given by a teacher, and consent is obtained from the students photographed. Students must show the resulting picture / footage to the teacher and students involved on request and delete said picture / footage if instructed. Failure to do so will result in the confiscation of the device until the picture / footage is removed.
- Students must not photograph staff without their explicit permission.
- Parents wishing to contact their son / daughter during the school day should contact the school and we will pass on messages to students as well as offering pastoral support if it is needed.
- Students who need to contact parents during the course of the school day should speak to their Year manager or a member of the pastoral team, who will make a phone available.

- Mobile devices in school are the students' responsibility. They should be switched off and kept securely in bags.
- Students who need to use a mobile after school should do so in a safe place within the school grounds and not on the main road, in line with police advice about mobiles being a major source of street crime.
- Mobile devices may be confiscated as part of investigations into behaviour / safeguarding incidents. A senior staff member will manage this confiscation in line with safeguarding policy. Parents will be contacted. Content on mobile devices will only be viewed in the presence of the student and only if appropriate. In certain circumstances, mobile devices may be passed to the police.
- Parents will be notified by email if their child's mobile device has been confiscated, and this also serves as a receipt. Devices will be kept securely, in a locked cupboard, in the school office. The condition of the device (e.g. visible damage such as a cracked screen or casing) will be noted at the time of confiscation and included in the notification to parents, to ensure clarity in the event of any dispute.
- The school cannot accept any responsibility for the loss of mobile devices which have been brought onto school premises.
- We permit the appropriate use of photography or video devices by parents at school events and productions. We may question or challenge anyone where we suspect inappropriate use.