

Policy on the Use of Mobile Phones and other Personal Electronic Devices

Reviewed: July 2026

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Person responsible for review: Co-Headteachers

Policy on the Use of Mobile Phones and Other Personal Electronic Devices

Rationale

Droitwich Spa High School is committed to maintaining a calm, safe and focused learning environment.

In line with Department for Education statutory guidance, the school operates as a mobile phone-free environment throughout the school day. We recognise that the use of mobile phones and other smart devices during the school day can negatively impact learning, wellbeing, safeguarding and behaviour. We are committed to ensuring that students can learn safely, without external distractions.

1. General Expectations

- 1.1 Students in Years 8–11 must not use or access mobile phones or other personal smart devices at any time during the school day, including early arrival before registration, between lessons, at breaktimes and lunchtime.
- 1.2 On arrival at school, all mobile phones and smart devices must be switched off and stored securely in accordance with the school's approved arrangements and must not be kept on their person. Devices must remain inaccessible to students throughout the school day unless authorised by a member of staff.
- 1.3 The term "mobile phone" includes smartphones, smartwatches, earbuds with communication functions and any device capable of sending or receiving messages, accessing the internet, taking photographs, making audio or video recordings, or receiving notifications.

2. Contact with Parents and Carers

- 2.1 If a student needs to contact a parent or carer during the school day, arrangements will be made through Student Reception or Main Reception.
- 2.2 Parents and carers who need to contact a student during the school day should do so through the school reception.

3. Responsibility for Personal Property

- 3.1 Students bring mobile phones and other personal electronic devices to school at their own risk.
- 3.2 The school strongly discourages students from bringing expensive devices onto the school site.
- 3.3 The school cannot accept responsibility for loss, damage or theft of personal electronic devices.

4. Sixth Form Students

- 4.1 Sixth Form students may use personal electronic devices only in designated Sixth Form study and social areas.
- 4.2 Use must be respectful, responsible and not interfere with learning, safeguarding, school operations or the wellbeing of others.
- 4.3 Staff may require devices to be put away at any time.

5. Safeguarding and Privacy

- 5.1 Students must not use personal electronic devices to photograph, film or record staff, students or visitors at any time.
- 5.2 The unauthorised recording, photographing or sharing of images, audio or video is considered a serious breach of school rules and may constitute a safeguarding concern.

- 5.3 Such incidents will result in serious sanctions, in line with our Behaviour Policy. Where content is shared online, the school may consider permanent exclusion and/or referral to external agencies where appropriate.
- 5.4 Mobile phones and smart devices must not be used to intimidate, harass, bully, threaten or humiliate others whether through messaging, social media, gaming platforms, image sharing or other online services.
- 5.5 Mobile phone arrangements for trips, visits and residential experiences will be risk assessed and communicated separately to parents and students.

6. Confiscation and Sanctions

- 6.1 Any student found in possession of, accessing or using a mobile phone or prohibited smart device during the school day will have the device confiscated. The device will be stored in a locked safe, at either Main Reception or the Pastoral Office. Students will be able to collect their device at the end of the school day.
- 6.2 All incidents will be recorded on Arbor.
- 6.3 A demerit will be issued when a mobile phone is confiscated by staff.
- 6.4 Repeated breaches will result in escalating sanctions, which may include:
- parental collection of the device;
 - extended confiscation periods;
 - detention;
 - behaviour support interventions;
 - suspension for persistent defiance.
- 6.5 Students who refuse to hand over a device when instructed by a member of staff will be treated as refusing a reasonable instruction and will receive additional sanctions.

7. Reasonable Adjustments and Exceptions

- 7.1 The school recognises that a small number of students may require access to a device for medical, disability or other exceptional reasons.
- 7.2 Any exceptions must be agreed in advance by the Co-Headteachers, SENDCo or Designated Safeguarding Lead and this will be documented appropriately.

8. Public Examinations

- 8.1 Students must not take mobile phones, smartwatches or any unauthorised electronic devices into an examination room.
- 8.2 Examination board regulations will apply and may result in disqualification or other penalties.

9. Communication of the Policy

- 9.1 The school will communicate this policy regularly to students, staff, parents and carers.
- 9.2 Compliance with this policy is expected from all students and forms part of the school's Behaviour Policy.

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