



# Mobile phone policy

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# Contents

1. Introduction and aims .....	2
2. Roles and responsibilities .....	2
3. Use of mobile phones by staff .....	2
4. Use of mobile phones by pupils .....	4
5. Use of mobile phones by parents/carers, volunteers and visitors .....	4
6. Loss, theft or damage .....	5
7. Monitoring and review.....	5

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## 1. Introduction and aims

At the UTC we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Principal is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### 3. Use of mobile phones by staff

#### 3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or send personal texts, during contact time. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- Staff WhatsApp group, or work related emails when away from your workstation

The Principal will decide on a case-by-basis whether to allow for special arrangements.

#### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in the data protection policy and the ICT acceptable use policy.

#### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

#### 3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips when the college's phone is already in use
- Supervising residential visits when the college's phone is already in use
- To Email and use work WhatsApp group while on duty or away from the class workstation
- Staff can use their personal phones for taking photographs, or videos of students for marketing, or work related purposes when necessary, but all media must be deleted from their personal devices once it has been uploaded to the UTC shared drive
- Lockdown procedure

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct ➤  
Refrain from using their phones to contact parents/carers wherever possible.
- If an emergency contact is needed and there is no-other form of communication available other than personal mobile phone, the settings must be changing to hide the caller details.

#### 3.5 Work phones

We have one work phone available for trips and visits.

Staff must:

- Only use phone functions for work purposes, including making/ receiving calls, sending/ receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by pupils

Pupils are allowed to bring a mobile phone to college, but mobile phones are not allowed to be used by pupils anywhere on site

- Pupils who choose to bring their mobile phones to college must switch them off and store them in their locker for the duration of the day. They can only remove them from their locker when they are leaving at the end of the day
- Pupil mobile phones should not be seen or heard anywhere on the UTC premises. This includes the device ringing, vibrating, or making sounds to notify the user of alerts etc.
- Pupils may be allowed use of their mobile phones during trips or visits, but only at the direction of staff
- Should pupils need to contact home in case of emergency, they should notify a member of staff who will facilitate that communication

### 4.1 Sanctions

- If mobile phones are seen, or heard on the school site, or if it is brought to our attention that pupils have been using their phone during the school day, then the phone will be confiscated
- When mobile phones have been confiscated, pupils will be given a same day, after school detention. If the mobile phone is confiscated after 14:05, then an after school detention will be issued for the next school day
- When mobile phones have been confiscated, they will be returned to the pupil at the end of their detention, or by a member of the pastoral team if their detention is for the following day

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos) ➤  
Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## 5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## 6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are stored securely in their lockers when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## 8. Appendix 1: Code of conduct/acceptable use agreement for pupils

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') and placed in your locker during the school day.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

