

Mobile Devices Policy for Pupils Senior School

2025/ 2026



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Mobile Devices Policy for Pupils

Senior School

Scope

This policy applies to all pupils in the Senior School at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required "Good Practice" policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Deputy Head (Pastoral), who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

1. Introduction

The School recognises that mobile technology offers valuable benefits from a developmental and learning perspective to our pupils. Our School embraces this technology but requires that it is used in an acceptable and responsible way.

Portable Mobile Device is an umbrella term including mobile telephones, tablets (e.g., iPad), cameras, music player (e.g., iPod), wrist watches that link to smartphones, digital pens with audio or video recording capability and other devices yet to be released onto the market that have similar capabilities.

This policy applies to pupils and should be read in conjunction with the following policies and Guidance:

- Data Protection Policy
- [Mobile Phones in schools \(January 2026\)](#)
- Behaviour Management Policy
- Safeguarding Policy
- E-Safety Policy and Acceptable Use Agreement
- Social Media Policy for Pupils and Patents

- Anti- Bullying and Anti-Cyber-Bullying Policy
- Remote Learning Policy
- Searching, Screening and Confiscation advice for Schools (2022)

The School also acknowledges that inappropriate and over-use of digital technology can have an over-arching effect on the mental well-being of our pupils. Smartphones are linked to increased anxiety, depression, poor sleep, and reduced academic performance. They can expose children to harmful content including cyberbullying and grooming; they also present a distraction from learning through addictive algorithms. The School recognises that many parents feel compelled to provide smartphones due to peer norms.

2. School Rules in regard to Mobile Devices

The School has a clear policy on the use of mobile and smart technology, which is outlined in this policy. The School recognises that many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 4G and 5G). This access means some children, whilst at school, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content. The School recognises its responsibility to investigate any contravention of the Mobile Devices for Pupils Policy and should misuse be proven, will follow the guidance laid out in the Behaviour Policy.

School Rules state:

- Mobile telephones, devices that link to a mobile network (including wearables that link through a 'phone) and portable music players are not permitted in School, i.e., not to be seen or heard on the School campus at any time. Exceptions for Sixth Formers are outlined in their Handbook.
- Any device capable of recording images, audio or video is prohibited and must remain switched-off and secured in the locker of the pupil for the duration of the day. Pupils can access 'phones post 4.00pm at a designated point, when leaving School, or awaiting to leave School, in order to make contact with parents. No 'phones may be used in School buildings without the express permission of a member of staff.
- The use of any digital recording device without permission is banned within the School grounds without the express permission of a member of staff.

3. School Rules for Senior 7 September 2025 Cohort

As part of our commitment to fostering a healthy, focused, and developmentally appropriate learning environment, Ibstock is implementing a Smartphone-Free Policy for the incoming Senior 7 cohort starting **September 2025**. This initiative aligns with the principles of the Smartphone-Free Childhood movement and follows a year-long review

of digital habits and their impact on pupil wellbeing.

Pupils are requested not to bring smartphones, smartwatches, or any internet-connected devices to School. This goes beyond the existing bell-to-bell phone storage policy, aiming to support families in delaying smartphone ownership and promoting real-world engagement.

Recommended alternatives include simple phones that allow calling and texting without internet access (e.g., Nokia feature phones), child-friendly GPS-enabled watches with restricted app access (e.g., Gator Watch, Xplora Neo, Imoo), and discreet location trackers.

We encourage families to join the Smartphone-Free Childhood Parent Pact, supporting a shared vision for healthier digital habits and a more connected school community.

4. Responsibility

Mobile Devices brought into School are the responsibility of the device owner. The School accepts no responsibility for the loss, theft or damage of personally owned mobile phones or devices.

5. Acceptable Use

The School requires pupils to ensure that their use of Mobile Devices for schoolwork complies with this policy and the Acceptable Use Agreement.

6. Defining 'Use' and Pupil Expectations

Pupils must ensure that their phone is turned off and placed in their bag before entering the school site. If needed, this can be done at the school gate. Once inside, both the phone and the bag should be stored in the pupil's locker at the start of the day. Phones may only be retrieved once the pupil has exited the school grounds and it is safe to do so.

It is essential that both pupils and parents understand that possession of a mobile phone or a device that links to a mobile phone (earbuds/air pods/smartwatch) during school hours is treated as phone usage. This includes instances where a pupil is seen placing a phone into their locker at the start of the day, or if a member of staff becomes aware that a phone is being carried in a pocket.

In practical terms, the act of removing a phone from a bag or pocket – even for the purpose of storing it in a locker – is considered "using" the phone. If a pupil is observed doing so, a sanction will be applied in accordance with the School's mobile phone policy (see below).

Exceptions to the above:

In cases of urgent need to contact home, a pupil may access their phone only with the explicit permission of a teacher, or if they are located outside the covered area near P2–P3

after 4:00pm. Pupils may remain in this designated area to await contact from a parent or guardian. However, phones must only be used for communication related to after-school arrangements and not for any other purpose.

SEND, Medical and Individual Circumstance Exceptions

The School recognises that, in a small number of cases, pupils may require limited access to a mobile device due to a disability, medical condition, or other individual circumstance. In such cases, the School will make reasonable adjustments in accordance with the Equality Act 2010.

Any agreed exception will:

- be individual, not blanket,
- be clearly justified and documented,
- specify when, where and for what purpose a device may be used, and
- be subject to staff oversight.

Examples may include medical monitoring or communication linked to an EHCP. Permission to access a mobile device for these reasons does not allow unrestricted use and does not override the School's wider expectations around conduct, safeguarding and behaviour. All adjustments are reviewed regularly. Misuse of a mobile device, or use beyond the agreed parameters, may result in withdrawal of the adjustment and/or the application of sanctions in line with the School's Behaviour Policy. Where safeguarding concerns arise, these will be managed in accordance with the School's safeguarding procedures.

7. Sanctions for phone use

Any use of a mobile phone or a device that could be linked to a phone on campus will result in a 1-hour Community Service Detention. Senior Pastoral staff may escalate this to a Headmaster's Detention if deemed appropriate.

Staff issuing a sanction must log the incident on iSAMS and inform the Head of House (via email), who will then contact home regarding the infraction.

Additional Measures:

First Instance of Use

- The phone will be **confiscated until 4:00pm the following day**, turned off, and stored securely at Reception- this should be delivered to Reception by a member of staff.
- The pupil will be placed on a **one-week mobile phone contract**, requiring them to hand in their phone at Reception each morning and collect it at the end of the school day.

- The pupil must drop off the phone **before morning pastoral time and may collect it at the end of the day.**

Second Instance of Use

- The phone will be **confiscated for one full week**, turned off, and stored securely at Reception.
- The phone must be **collected by a parent or guardian** at the end of the one-week period.

8. Mobile Phone Use on School Sports Trips and Day Trips

To support safeguarding and maintain consistency with the whole-school mobile phone policy, the following expectations apply to all pupils attending sports fixtures and trips:

General Rule

- **Phones must not be used during school sports trips.**
- If a pupil is seen using a phone without permission, they will receive a **Saturday Detention as outlined.**

Staff Discretion

- On **longer journeys (over 1 hour)**, staff may allow **sensible phone use** for a limited time or for the duration of the trip.
- Pupils must follow staff instructions and only use phones when explicitly permitted.

Communication Home

- If communication with home is necessary, staff may allow a **5–10-minute window** for pupils to send a message. If there is a **significant delay** and staff are driving, pupils may be permitted to use their phones to inform parents of the delay.
- Preferred communication for late arrivals is via Schoolpost (with support from Reception) as outlined in the Extended Day Policy
- After this, phones must be **put away immediately.**

Saturday Sport

- The same rules apply to **Saturday fixtures.**

Senior Games (SII–Upper Sixth)

- Pupils in **Senior Games** may be granted **greater freedoms** regarding phone use, at staff discretion.

Staff Expectations

- Staff should **challenge inappropriate phone use** when safe and practical to do so (e.g., on a coach or minibus).

9. Mobile Phone Use on School Residential Trips

This section should be read alongside the School's Educational Visits Policy. The School does not apply a uniform approach to mobile phone use across all residential trips. Decisions are made based on key factors such as the age of the pupils and the nature of the trip.

For each trip, a **Mobile Device Use Charter** will outline specific expectations and guidelines for pupils.

In general, pupils may be permitted to access their phones during travel and at designated times when they are exploring areas independently, away from direct supervision by staff. On most Lower and Middle School residential trips, mobile phones are collected at a designated time before bedtime. Additionally, there will be periods during the trip—at the discretion of the staff leading the visit—when pupils will not have access to their phones.

Pupils are expected to follow all guidelines regarding phone use. Failure to comply may result in appropriate sanctions, including the confiscation of the device.

10. Serious Misuse

If a mobile device is used to record images, videos, or audio of another pupil or staff member without permission and with malicious intent, the School will respond in accordance with its Behaviour Policy.

11. Confiscation Policy

The School reserves the right to confiscate mobile devices and withdraw permission for a pupil to bring a device onto campus.

If a phone is confiscated, the School will allow the pupil to contact their parent or guardian to inform them that they will not have access to their phone for the return journey. The child may report to Reception at the end of the day to do so.

12. Child Protection and Safeguarding

If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened, but a senior member of staff – preferably the Designated Safeguarding Lead – should be contacted.

School has the power, with or without pupil consent, to search the content of a pupil's Mobile device.

This search would be carried out by a member of SMT in line with procedures set out in Searching, Screening and Confiscation advice for Schools with another member of staff and the pupil present.

The Deputy Head (Pastoral), with the Head, will determine whether any data found is to be deleted, retained by School, returned to the pupil, or handed to the police. Parents would be informed of the search and the outcome.

13. Examinations

Mobile devices must not be taken into examinations. Pupils found in possession of a mobile device during an examination will be reported to the examining body. This may result in the withdrawal of the pupil from either that examination or all examinations.

14. Use of Mobile Devices at Home

The School recognises that the pupils will use Mobile Devices in their leisure time. That being said, the School encourages pupils and parents to reflect on the appropriate amount of screen time for their child to have on a daily basis. Parents are encouraged to create clear and consistent rules for their children regarding use of digital devices in the home and this is directed through letters to parents, meetings with parents, and parenting events hosted by the School.

Pupils will be educated about the links between excessive use of mobile devices through the assemblies, PSHE programme and ICT Curriculum.

The following suggestions have been made to parents regarding screentime:

- No screens at mealtimes
- No Mobile Devices on the table when studying
- Avoid 'double-screening'
- No screens an hour before bed

15. Staff Use of Mobile Phones

In line with DfE guidance, staff should not routinely use personal mobile phones or smart devices in the presence of pupils during the school day. This expectation supports the School's mobile phone-free environment and the consistent modelling of professional behaviour.

Limited and appropriate use may occur where necessary for safeguarding, medical, or operational reasons, or where explicitly authorised by the School. Any such use should be proportionate and discreet.

This expectation operates alongside, and does not replace, the standards set out in the Staff Code of Conduct.

Queries

Queries on this policy should be directed to the Deputy Head (Pastoral).

Review and Verification

This policy is reviewed annually by the Deputy Head (Pastoral).