



St Philip Howard
CATHOLIC SCHOOL

Mobile Phone and Smart Device Policy

This Policy has been approved and adopted by the Governors of the LGC

Approved	Review
July 2025	July 2026



St Philip Howard Catholic School
Mobile Phone & Smart Device Policy

1. Introduction

At St Philip Howard Catholic School, we recognise the importance of technology in today's world, including the use of mobile phones. However, we also understand that mobile phones can be a distraction, pose a potential safeguarding concern and can impact the school community. Therefore, we have implemented the following mobile phone policy to ensure a safe and focused educational experience for all our students.

2. Aim

The purpose of this mobile phone policy is to establish clear guidelines for the responsible and appropriate use of mobile phones by students at St Philip Howard Catholic School. It aims to ensure a conducive learning environment, increase student engagement by minimising distractions, and promote student safety and well-being.

3. Legislation and guidance

This policy is based on guidance and literature from the Department for Education (DfE) and other relevant bodies, their starting point being:

'Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so'.

4. Expectations

Mobile phones should be turned off before students enter the school grounds. St Philip Howard Catholic School adopts a 'see it, hear it, take it' policy, where mobile phones and smart devices should not be seen or heard whilst the student is on the school site. Students should not use their phone or device **before or after school whilst on site**, or during break or lunchtime. Sixth Form students may use their mobile phones and electronic devices whilst in the Sixth Form Centre or Café.

5. School's responsibility

The school will not be responsible for any loss, theft, or damage to students' mobile phones or smart devices. It is recommended that students do not bring valuable or expensive devices to school.

6. Exceptions

Students should not use their mobile phone or smart device whilst on the school site.

School trips may have their own expectations, and these will be communicated prior to the trip taking place.

In cases where mobile phones are used to monitor medical conditions, students will be issued a medical card which permits them from accessing their phone without prior permission from staff. Parents/carers should make the school aware of any changes to medical conditions or monitoring procedures.

7. Use of mobile phones in an emergency

If a student needs to make an urgent phone call or send a text message due to a personal emergency, they should seek permission and support from staff at the front reception.

Student mobile phones should not be used during any emergency such as fire drills, evacuations, or school lockdown procedures.

8. Consequences for breach of our mobile phone & smart device expectations (per academic year):

First Incident: Upon the first infringement of our policy, the device will be confiscated by a staff member and stored securely. The student will be given a warning, and the device will be returned to the parent/carer once a face-to-face meeting has taken place with an appropriate member of staff. This allows a discussion to take place regarding any concerns and to secure a partnership agreement moving forward. The incident will be recorded on Edulink.

Second Incident: If a student is caught using their device for a second time, the device will be confiscated for a period of 3 school days* and the student's parent/carer will be invited in to meet with a member of the Leadership Team. Additional sanctions may be issued including detentions where appropriate. The incident will be recorded on Edulink.

Third Incident: In the event of a third or further incident, the device will be confiscated for a period of 5 school days*, and the student's parent/carer will be required to come to the school to collect the device in person and for a meeting to discuss alternative arrangements. Additionally, further disciplinary/preventative actions may be taken to prevent further incidents from taking place. The incident will be recorded on Edulink.

Any subsequent device incidents will result in 10 school days* confiscation.

* School days – Devices will not be kept over weekends or holidays. Should a confiscation overlap a weekend, the device will be handed back on a Friday afternoon, to be handed in on Monday morning.

9. Inappropriate mobile phone use (outside of school)

Where students have used their mobile phones or electronic devices inappropriately outside of school hours and whilst off site, staff may inform and advise parents/carers and any outside agency working with them to support them and sanction where appropriate. This is to ensure the welfare of all.

10. Education and Awareness

The school will provide education and awareness training to inform students about the responsible use of mobile phones and the potential consequences of misuse. Teachers and staff members will lead discussions about digital citizenship, online safety, and the appropriate use of mobile technology.