



MOBILE PHONE POLICY AND PROCEDURES

2026/27

Responsibility

SMT member: Deputy Principal

Policy Statement

This policy sets out the expectations for student use of mobile phones and personal electronic devices across the college. It reflects current government guidance on behaviour, safeguarding, and maintaining a focused learning environment, while recognising the importance of preparing students for adulthood as independent and responsible learners. As a sixth form college serving a rural community, we acknowledge that mobile phones play an important role in communication, travel arrangements, and personal organisation. A complete ban on mobile phones would be unworkable, as the college's emergency and critical incident procedures rely on communication via students' mobile devices. For example, in the event of a lockdown, important instructions are communicated to both staff and students by text message.

This policy therefore aims to balance appropriate use with maintaining high standards of behaviour, learning, and safety.

Scope and Cohesion Across Campuses

This is a 16–18 policy, developed in consultation with our Folly Lane neighbouring colleges, to ensure consistency and cohesion across all campuses.

Key Principles

- Students are expected to behave responsibly and respectfully when using mobile devices.
- The learning environment must remain free from unnecessary distraction.
- Students should develop independence, self-regulation, and digital responsibility.
- Safeguarding and wellbeing are paramount in all aspects of device use.

Use of Mobile Phones

1. Social Spaces and Study Spaces

Mobile phones are permitted in social and study areas across the college. Students may use their devices responsibly during break, study periods and lunchtime in designated social and study spaces.

2. During Lessons

During all timetabled lessons:

- Mobile phones must be:
 - Switched off or on silent, and
 - Placed in bags or in designated phone storage (e.g. phone pockets at the front of the classroom)
- Phones may only be used:
 - At the explicit discretion of the teacher, and
 - In line with departmental expectations or learning activities

This approach supports a focused learning environment while allowing appropriate educational use where beneficial.

3. Social Media Use

- Social media is not banned; however, its use must be appropriate and responsible.

- Students are expected to follow the college's expectations for behaviour, safeguarding, and digital conduct when online.

The college uses WiFi monitoring systems and Lightspeed software to:

- Monitor internet usage
- Identify safeguarding concerns
- Alert senior leaders to any significant risks, including inappropriate or harmful content

Any misuse of social media that impacts safeguarding, wellbeing, or the college community will be addressed in line with behaviour and safeguarding policies.

4. Safeguarding and Monitoring

The college is committed to safeguarding all students. This includes:

- Monitoring digital activity on the college network
- Responding to alerts indicating potential risk or harm
- Taking proportionate and appropriate action where concerns arise

Students should understand that online behaviour, including activity on college WiFi, is monitored to ensure safety.

5. Expectations of Students

Students are expected to:

- Follow staff instructions regarding mobile phone use
- Use devices responsibly and respectfully
- Avoid recording images, video, or audio without permission
- Engage fully in lessons without distraction
- Demonstrate maturity consistent with preparing for adulthood

6. Staff Responsibilities

Staff will:

- Apply this policy consistently
- Use professional judgement when allowing phone use in lessons
- Support students in developing responsible digital habits
- Respond to misuse in line with college procedures

7. Consequences of Misuse

Failure to follow this policy may result in:

- Confiscation of devices for the remainder of the lesson or day
- Behaviour sanctions in line with college policy
- Escalation to senior leaders where appropriate
- Safeguarding intervention if necessary

8. Review

This policy will be reviewed regularly to reflect:

- Government guidance
- Safeguarding requirements
- Technological developments
- Feedback from staff and students

