



OAKLANDS CATHOLIC SCHOOL **AND** **SIXTH FORM COLLEGE**

With delegated responsibility from the
Edith Stein Catholic Academy Trust

STUDENT USE OF MOBILE PHONES POLICY

APPROVED BY SENIOR LEADERSHIP TEAM	October 2025
SCRUTINISED BY SENIOR LEADERSHIP TEAM	October 2025
DATE LAST REVIEWED	October 2025
MEMBER OF STAFF RESPONSIBLE	Head of School
STATUTORY / NON-STATUTORY	Non-Statutory



Community

Unity



Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
October 2025		No updates
September 2024	2.4 / Page 2	New sentence re student sanction
	3.1 / Page 2	Inclusion of ear buds/headphones
September 2023	5.2 / Page 3	Change of terminology to suspension
September 2022	1.4 / Page 2	Introduction of JCQ exam criteria

1.0 Introduction

- 1.1 Students and their parents or carers must understand that the Student Use of Mobile Phones Policy sets the condition upon which permission is given to bring mobile phones to school. All parents sign the Home School Agreement acknowledging recognition of this policy.
- 1.2 The school recognises that its policy on student use of mobile phones has to reflect the context of the school. For this reason, an outright ban is impractical. Many of our students require a mobile to access bus passes or pay for travel home.
- 1.3 This policy also applies to students during educational visits and extra-curricular activities on the school site and on external trips and activities. Visit and trip leaders will provide guidance on the use of mobile devices for each excursion. The advice may differ depending upon the nature of the trip, if it is on or off site, if it is during the school day, or holiday or weekend time.
- 1.4 Mobile phones and all other smart devices are not permitted in any internal or external exam or test environment. This is consistent with the regulations established by the Joint Qualifications Council (JCQ). If students have a mobile device, they will be asked to store these appropriately, turn them over to an exam invigilator, before the start of the exam. Bringing a phone into an examination room can result in a student's exam being declared invalid.

2.0 Responsibility

- 2.1 The decision to provide a mobile phone to a child should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities. In the first instance education in the responsible use of mobile phones sits with parents, this is supported through the school curriculum.
- 2.2 Parents and carers should be aware that if their child brings a mobile phone to school, the school will not accept responsibility for any loss, damage or costs incurred due to its use. There are situations where students may be asked to hand in a phone, for example before an exam. They do this at their risk. If a student is not happy to accept the risk, then the phone should be left at home.
- 2.3 Parents and carers are reminded that in case of emergency, Student Services remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way.
- 2.4 Parents must not contact their child directly by phone during the school day. If a student answers a parental phone call during the day, then a sanction may follow including the confiscation of the phone

3.0 Acceptable Use

- 3.1 Students in Years 7-11 **will not** be able to use a mobile phone between **8.50am and 3.25pm (Key Stage 3) or 3.30pm (Key Stage 4)** unless given the express permission of a member of staff. This means that mobile phones should be switched off and kept out of sight once the start of day bell rings. This also applies to headphones or ear buds.

- 3.2 The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the class teacher.
- 3.3 The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable in other lessons.

4.0 Unacceptable Use

- 4.1 The examples below, whilst not an exhaustive list, are not acceptable excuses for students using mobile phones:
- Checking ClassCharts – all students are issued with a timetable and can get a replacement or lesson information from their Form Tutor.
 - Checking the time – students should use a watch or a school clock.
 - Checking phones message / calls during free time (break / lunch / between lessons).
- 4.2 Students may not use their mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
- 4.3 Students may not take photos or recordings (either video or audio) of school staff or other pupils without their consent.
- 4.4 Listening to music from a mobile phone through headphones will not be allowed in any lesson.

5.0 Implementation and Sanctions

- 5.1 Staff will confiscate mobile phones of students who contravene the policy. The school also reserves the right to ban individuals from having a mobile phone in school if they repeatedly contravene the policy.
- 5.2 Using a mobile phone or other device to take a video in school is a very serious matter and can result in suspension or exclusion from school.
- 5.3 Students arguing with any member of staff over a mobile phone infringement will be dealt with very seriously. Members of staff have been asked to implement the policy consistently and therefore there should be no cause for argument.