

LUTTERWORTH HIGH SCHOOL



MOBILE PHONE USAGE POLICY

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Mobile Phone Usage

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1. Introduction and aims

At Lutterworth High School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 relevant staff member Amy Hunter is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Governors are involved in monitoring or reviewing this policy on an annual basis at the Achievement and Attainment Committee.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while students are present for personal purposes.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

4.2 Data protection

If Staff use their personal mobile phones to access Edulink or another online learning platform such as Educake/Edukey they must not 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, Co-Pilot and Google Bard).

More detailed guidance on data protection can be found. For instance, your school's data protection policy or ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps.

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

Staff may use their personal mobile phones to take photographs or recordings of students or their work. The media can then be uploaded to relevant site including google classroom and social media platforms, the media must then be deleted from the staff device.

In these circumstances, staff will:

Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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.

4.6 Sanctions

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

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

5. Use of mobile phones by students

With most students having access to the internet via their mobile phones they are now able to access very easily a large number of internet sites. The vast majority of sites and apps including social media apps are no cause for concern. However, some of these sites are entirely inappropriate and, as a school, we are keen to ensure that all our students are shielded from their content.

In lessons, any use of a mobile phone will only be sanctioned with the knowledge, supervision and permission of the member of staff concerned. Any access to the internet must be via the school filtering system. However, because this is a school and the students are unsupervised for parts of the working day - in particular break and lunchtimes - it is clearly not possible to monitor closely how they are using their phones during the school day and what sites they may or may not be visiting.

In order to address this issue, we have a 'phones away' rule, which means that no student is allowed to use his/her phone during unsupervised times, e.g. lesson change overs, break and lunch, without the supervision of a member of staff. We know that phones are a useful and, on occasions, vital

means of communication between home and school and we do not want to lose that facility, but if students wish to contact home for any reason they should do so via Student Reception.

5.1 Use of smartwatches by students

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

We allow smart watches in school but they must be removed for test and examinations.

Students may be able to use a smartwatch to communicate via text, even if their phone is in their bag or pocket therefore, they must not be used for these purposes in school.

5.2 Consequences

Any student failing to observe these rules will be given a Level 3 and a lunchtime detention, have their phone confiscated, and parents will be informed. The student can claim their phone back at 3pm the same day. Any subsequent ignoring of this rule by any student twice in a half term will lead to their phone being confiscated and parents will need to collect the phone at their convenience.

This will be regarded as a serious breach of trust and will be dealt with accordingly. The safety of our students is of paramount concern and importance to us and that includes keeping them safe from the obvious and well documented dangers implicit in accessing inappropriate networking sites.

The students' behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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

6. 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 students, unless it's at a public event, awards evening, or of their own child

Using any photographs or recordings for personal use only, and not posting on social media without consent

7. Loss, theft or damage

Students bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Students must secure their mobile 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 students are travelling to and from school.

Lost phones should be returned to Student Reception. The school will then attempt to contact the owner.

8. Monitoring and review

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

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