



The Cottesloe School

Mobile Phone Policy 2023

Policy Type:	Non Statutory
Reviewed by:	Mr S Jones (Headteacher), Ms Ali McKenna (Link Governor), Ms C Stirk (Policies Governor) and Mr R Henry (Assistant Headteacher – Student Character)
Date:	September 2023
Adopted by FGB:	12 December 2023
Last reviewed:	New policy
Next review:	Autumn Term 2025 (earlier if any legislative change)

1. Introduction

At The Cottesloe 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 may impact the learning environment. 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 guidelines for the responsible and appropriate use of mobile phones by students at The Cottesloe 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, including:

[Behaviour in schools - GOV.UK](#)

[Searching, Screening and Confiscation - GOV.UK](#)



4. Expectations

Mobile phones should be turned off before students enter the school grounds. The Cottesloe School adopts a 'see it, hear it, take it' policy, where mobile phones and electronic devices should not be seen or heard whilst the student is on the school site. Students should not use their phone or electronic device before school, and during break or lunchtime. Students are permitted to use their mobile phones once dismissed from Period 5.

Acceptable use includes when students are involved in school trips. When students are involved in a school trip, they should follow the mobile phone expectations set by staff.

5. School's responsibility

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

6. Exceptions

In certain circumstances, the school may allow the use of mobile phones for educational purposes or as part of specific classroom activities with the teacher's guidance and approval. Students should not use their mobile phone whilst on school site, for educational purposes, until given permission by a teacher. School trips may have their own mobile phone expectations. Students should follow the instructions given by staff.

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



In case of an emergency, students will be permitted to use their mobile phones with the permission of a teacher or staff member. If a student needs to make an urgent phone call or send a text message due to a personal emergency, they should seek the permission and support of a teacher, following their instructions. Student mobile phones should not be used during any emergency such as fire drills, evacuations or school lockdown procedures.

8. Consequences for breach of policy

Students found violating the mobile phone policy may face disciplinary action, which includes confiscation of the device, detention, or other consequences. Repeated or severe violations such as taking photos of staff or students without permission will result in escalated consequences, including parental involvement, parents/carers being required to collect the mobile phone or electronic device, and potential suspension or permanent exclusion. The Cottesloe School will involve and seek guidance from the Safer School's Police Officer and other external parties

The below breaches are per term:

First Breach: Upon the first violation of the mobile phone policy, the phone will be confiscated by a teacher or staff member, and stored securely in Student Reception. The student will be given a warning and the phone will be returned to the student at the end of the school day (3pm). The offence will be recorded on Go 4 Schools.

Second Breach: If a student is caught violating the mobile phone policy for a second time, the phone will be confiscated, and the student's parent/carer will be notified. Additional sanctions may be taken including detentions.

Third Breach: In the event of a third offence, the mobile phone will be confiscated, and the student's parent/carer will be required to come to the school to collect the phone in person. Additionally, further disciplinary actions may be taken, such as detention, mobile phone ban or suspension. These sanctions will be considered for students repeatedly failing to comply with expectations.



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 the relevant parties (parents/carers, Safer Schools Officer, social services), working with them to support 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.

Staff's use of mobile phones should follow the expectations set out in the Staff Handbook.

11. Mobile Phone Framework

To ensure clarity regarding use of mobile phones and electronic devices, The Cottesloe School uses a [framework](#). It identifies the actions that the school will follow in the event of a mobile phone or electronic device being confiscated.

12. Review

This policy will be reviewed in two years' time and may be amended periodically by the school administration in consultation with teachers, staff, and students.