



GUILSBOROUGH ACADEMY

**PERSONAL MOBILE DIGITAL DEVICE
(MOBILE PHONE) POLICY**

Policy Name	Personal Mobile Digital Device (Mobile Phone) Policy
Policy Owner	Principal
Committee	Finance Audit and Risk
Statutory	No
Authorisation	Principal

Date Ratified	Review Date
July 2026	June 2027



Author	Date	Page	Changes
KNS	Jan 2026		Changes in line with updated DfE Guidance - Mobile Phones in Schools updated 19/012026
MIS	Jun 2026	5-6	Inclusion of Sixth Form access and restricted access 29/06/2026

Legislative Guidance

--

Linked Policies

--



Contents

Responsibility	1
Acceptable Uses	1
Unacceptable Uses	1
Sanctions	2

‘All schools should be mobile phone-free environments by default.’¹

If a student attends school with a mobile phone in their possession, it must be placed in a lockable phone pouch and therefore inaccessible during the school day.

All schools must have a behaviour policy which is aligned with the school’s legal duties and standards relating to the welfare of children. This is essential in establishing and maintaining high standards of behaviour ensuring that the school is a calm and safe environment for all pupils and staff.

Students, their parents or carers must read the policy and understand the acceptable use policy as a condition upon which permission is given to bring mobile phones to school. The home-school agreement should be signed to acknowledge recognition of this policy.

The acceptable use policy for mobile phones also applies to students during school excursions, educational visits and extra-curricular activities on the school site and on external visits.

¹ Department for Education (2026) *Mobile phones in schools* available at [Mobile phones in schools - GOV.UK](https://www.gov.uk/government/publications/mobile-phones-in-schools)



Responsibility

The decision to provide a mobile phone to their children 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. However, the Academy encourages parents/carers to engage with 'The Parent Pact', organised by the Smartphone Free Childhood group. The pact encourages parents/carers to refrain from giving their children a smartphone until they are at least 14 years old and to restrict access to social media until they are at least 16 years old. The rationale is that children are therefore prevented from early exposure to the negative side effects of social media and online risks, as well as foster improved face-to-face social connectivity. We encourage you to read about the initiative via the website [Sign the Parent Pact](#).

Parents/carers should be aware that if their child takes a mobile phone to school, the school cannot accept responsibility for any loss, theft, damage or costs incurred due to its use. Nor will the Academy investigate the loss, theft or damage of any device brought to school. If brought into school, devices must be switched off and kept in a safe place in the student's bag.

Parents/carers are reminded that in case of emergency, main reception remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way.

Acceptable Uses

Guilsborough Academy recognises the importance of emerging technologies present in modern mobile phones. However, the Academy upholds the Department for Education's guidance to prohibit the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, break times and lunch time.² The Academy does not permit the use of 'smart glasses' with the ability to record on its site.

If a student brings a mobile phone or associated device to school, it must be switched off and kept out of sight once the student enters the perimeter gates at the start of the day and stay that way until they leave the gates at the end of the day.

Unacceptable Uses

- In line with the above, students should therefore not use mobile phones to check timetables, homework or 'the time'. These actions should be completed utilising a printed timetable or a watch.
- Using mobiles to bully and threaten others is unacceptable. Cyberbullying will not be tolerated and can constitute criminal behaviour in some cases. The Academy will follow the Positive Behaviour Policy when dealing with incidents of cyberbullying.

² Department for Education (2026) *Mobile phones in schools* available at [Mobile phones in schools - GOV.UK](https://www.gov.uk/government/publications/mobile-phones-in-schools-guidance)



- Unless express permission is granted, mobile phones should not be used to make calls, send messages, use the internet, take photos or any other associated application.
- Listening to music through headphones will not be allowed in any lesson. Music may be played by the class teacher to improve ambience for learning but will be done through the main speakers.
- Mobile phones are banned from all examinations.

Sanctions

'Schools should feel confident to use their power to confiscate mobile phones or similar devices as a disciplinary penalty where their policy is clearly breached, for instance where a mobile phone is used by a pupil or is heard ringing in a pupil's bag. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully. Staff should consider whether the confiscation is proportionate and consider any special circumstances relevant to the case...Headteachers are backed by DfE to confiscate mobile phones and similar devices, if they consider it proportionate, for whatever length of time they deem proportionate.'³

Students are routinely taught and reminded of the Academy's mobile phone policy during the Registration and assembly 'Guilsborough Way' programmes.

Should a student breach the Academy's Personal Mobile Digital Device Policy and be found with an unsecured mobile phone, the device will be confiscated and kept securely in school until a parent/carer is able to collect it at their convenience. Persistent breaches may result in additional sanctions in line with the Academy's behaviour systems which may include internal suspension (Re-Engagement Room) and/or suspension.

Any urgent contact between parents/carers and students should be managed through the school office.

Guilsborough Academy Sixth Form

Whilst the Academy expectation remains that communicative electronic devices must not be seen, used or heard on the school premises at any time, Sixth Form students are permitted limited use of mobile devices in line with Sixth Form expectations.

Sixth Form students may use mobile phones, tablets and laptops **only within designated Sixth Form areas**. These areas include the S Block, Sixth Form Block and Sixth Form Café. During specific periods of the academic year, such as internal or public examinations, designated areas may also include allocated classrooms where directed by staff.

Mobile devices must not be used by Sixth Form students outside of these designated areas, including whilst moving around the school site. Any device seen or used outside of these areas will be confiscated in line with the Academy's sanctions.

³ Department for Education (2026) *Mobile phones in schools* available at [Mobile phones in schools - GOV.UK](https://www.gov.uk/government/publications/mobile-phones-in-schools)



Within designated Sixth Form study areas, mobile devices are permitted for educational purposes only. Students must not use devices to access social media, games or any non-educational content. Where a student is found to be using a device inappropriately, it will be confiscated.

In the Silent Study Room, students are expected to place mobile devices in the designated phone storage boxes. Failure to comply with this expectation will result in the device being confiscated.

Where the Academy's monitoring systems generate a safeguarding alert linked to a student's device usage, students are required to cooperate fully with staff and provide evidence of their activity when requested. Where usage is deemed inappropriate or unsafe, the device will be confiscated and further action taken in line with the Academy's Behaviour and Safeguarding Policies.

Sanctions for Sixth Form mobile device misuse will follow a staged approach:

- First offence – the device is returned at the end of the school day
- Second offence – the device is confiscated and contact home is made
- Third offence – the device is confiscated and must be handed in daily for a period of one week
- Fourth offence – the device is confiscated, parent/carer must collect the device and it must be handed in daily for a period of two weeks

Persistent misuse of mobile devices may result in further sanctions in line with the Academy's Positive Behaviour Policy, including the removal of Sixth Form privileges.