



King James's School

POLICY STATEMENT

Student Mobile Phone Policy

Policies last reviewed (date)	January 2026
Ratified by Governors (date)	January 2026
Next policy review due (date)	January 2027
Due for review by Governors (date)	January 2027
Staff Lead	Headteacher

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by helping students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. This policy is for mobile phones in relation to student usage.

Significant revisions since the last review:
Fully revised document in line with new guidelines.

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Section 1: Introduction

At King James's School, we are committed to maintaining a focused, respectful, and inclusive learning environment, free from unnecessary distractions. To support this, we have clear expectations regarding the use of mobile phones, AirPods, and other personal electronic devices during the school day.

This policy sets out the school's position in determining what is 'acceptable' and 'unacceptable' use of mobile technologies by students whilst they are in school. The purpose of this policy is to prevent the unacceptable use of mobile phones, airpods, headphones, camera phones, MP3 players and Apple watches (or equivalent), impacting negatively on learning and preventing staff from concentrating on students' learning experiences.

The safeguarding of students and staff is a high priority, and this Policy has considered risk factors and historical behaviours that have compromised the safety of students and staff in school.

In addition, to be fully inclusive, and to not see those students who do not have 'state of the art' mobile devices disadvantaged in their learning, the school has invested in technologies to support learning across the school.

NB: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones, MP3 players, iPads, and Apple watches or their equivalents.

Section 2: Expectations

Mobile phones, AirPods, and similar devices must be switched off and kept completely out of sight as soon as students enter the school site. They must remain turned off, and out of sight, until the student has left the site at the end of the day. This includes all indoor and outdoor areas of the school, including corridors, social spaces, and during break and lunchtime.

If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will log the confiscation and place the mobile device at reception for safe storage.

When a mobile is confiscated, the matter will be recorded on the child's behaviour log.

On the first occasion, on which a student's phone is confiscated it will be available for collection by the student from the Nidderdale cloak room at the end of the school day. Parents/carers will be contacted to inform them of this breach of the school rules.

On repeated breaches of this policy a meeting will be arranged for parents/carers to meet with their Year Leader or a member of the Senior Leadership Team. At this meeting a decision will be made about whether a student will be permitted to bring a mobile device to school.

Any on-going breaches of this policy will result in a meeting for parents/carers to meet with a member of the school's governing body and a member of SLT.

Refusal to hand over a mobile phone when requested will be treated as a disciplinary matter.

The Mobile Phone Policy applies to all off-site school activities, including trips, sporting events, and educational visits, unless explicit permission is given by staff for educational purposes.

We ask Parents/carers to support the school's mobile phone policy. By sending their child to King James's School, parents/carers agree to this policy and its enforcement.

Section 3: Safeguarding

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time.

In accordance with the school's safeguarding protocols, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. The school will involve the police as required.

The use of social media platforms, including but not limited to TikTok, Instagram, and Snapchat, is strictly prohibited for both staff and students while on school grounds.

Students may face disciplinary action for posting material online that targets members of the school community or breaches the school's safeguarding principles, even if this occurs off school premises.

This policy is in line with the Keeping Children Safe in Education statutory guidance, the Data Protection Act 2018, and other relevant safeguarding legislation.

Section 4: Communication

The school's Mobile Phone Policy is regularly communicated to all students and can be found in Student Planners as well as on the website. All families will receive a copy of the policy as part of their induction materials.

In order to be clear, all communication between students and parents/carers must go through the school reception. The use, by students, of mobile phones whilst in school to communicate with parents/carers is not allowed. Students can use the school's phone at their Year Manager's Office.