

HAZEL
GROVE
HIGH SCHOOL

Mobile Device and Acceptable Use Policy

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Purpose

This policy sets out the expectations for the possession and use of mobile technology at Hazel Grove High School for Years 7 to 11. It is designed to protect safeguarding, support positive behaviour, and maintain a calm, focused learning environment.

The policy aligns with Laurus Trust expectations and national guidance on mobile phone use in schools.

Definition of mobile technology

For the purposes of this policy, mobile technology includes, but is not limited to:

- *mobile phones and smartphones*
- *smartwatches and wearable devices with communication, recording, or internet capability*
- *personal devices capable of messaging, internet access, photography, or video recording*

Use of mobile technology during the school day

Hazel Grove High School operates a **mobile-phone-free school day**.

Mobile phones must be switched off and stored securely in students' bags from 8:30am until the end of the school day.

The school day ends at:

- *3:20pm on Monday, Tuesday and Thursday*
- *2:25pm on Wednesday*
- *2.35pm on Friday*

Mobile phones must not be switched on, used, or removed from bags at any point during this time, unless an agreed exception applies.

Morning procedures

Form time establishes the expectations for the day. Tutors will support a consistent routine whereby students:

- *confirm that mobile phones are switched off; and*
- *ensure devices are placed securely in bags.*

This routine supports clarity, consistency, and compliance across the school.

Visibility and storage of mobile phones

Mobile phones must not be seen or heard at any point while students are on site during the school day hours. This expectation applies across all areas, including:

- classrooms
- corridors
- outdoor spaces
- dining areas
- reception and office areas, which are designated safeguarding zones

Mobile phones must **not be carried on a student's person**, including in:

- blazer pockets
- trouser or skirt pockets
- coats, jackets or any other items of clothing

In line with the Uniform Policy, students are expected to bring a bag to school every day so that mobile phones can be stored safely and out of sight.

Students arriving without a bag

In line with the Hazel Grove High School Uniform Policy, bringing a bag to school each day is an expectation for all students. If a student arrives without a bag, one of the following will apply:

- the student may be loaned a bag for the day, which they will be expected to use for the secure storage of their mobile phone; or
- the student must hand their mobile phone to a member of staff on arrival.

The loan of a bag is intended as a short-term support measure only and is not a long-term alternative to students bringing their own bag to school.

Where a mobile phone is handed in, it will be:

- stored securely in the Student Hub; and
- returned to the student at the end of the school day:
 - 3:20pm on Monday, Tuesday and Thursday
 - *2:25pm on Wednesday*
 - *2:35pm on Friday*

Where bringing a bag to school presents an ongoing difficulty, the school will work with parents and carers to discuss the issue and provide appropriate support.

Sanctions for breaches of the policy

If a mobile phone is seen, heard, handled, or visible through clothing (including the outline or shape of a device in a pocket), the following will apply:

- a C3 lunchtime detention
 - issued the same day if the incident occurs in Units 1–4
 - issued the following school day if the incident occurs after lunch
- confiscation of the mobile phone for the remainder of the school day

Repeated or serious breaches will be addressed in line with the Behaviour Policy.

Permitted exceptions to the policy

The use of mobile technology during the school day is **prohibited by default**. Any exceptions apply **only in clearly defined circumstances** and must be agreed in advance or explicitly authorised by the school.

Medical needs

Students may be permitted to use mobile technology where this is required to support a **medical condition**. Such use must be agreed in advance with the school and managed discreetly, with staff awareness, to avoid disruption to learning.

SEND and inclusion

Some students may require access to mobile technology to support **special educational needs or disabilities (SEND)** or inclusion requirements.

Where this applies:

- permission will be agreed through the school's SEND and/or pastoral processes; and
- use will be **overseen by staff at all times** and limited to the specific need identified.

Permission for SEND or inclusion purposes does not allow unrestricted or unsupervised use of mobile technology.

Explicit instruction for learning

Mobile phones may be used **only when a teacher gives explicit instruction** for a specific learning activity. Devices must be returned to bags immediately once the activity has ended.

Communication during the school day

During the school day, communication between students and parents or carers must take place through the school.

Parents and carers must not contact students directly on mobile phones during the school day. Students must not use mobile phones to contact parents or carers while on site.

Where important information needs to be shared, parents and carers must contact the school directly. A member of staff will ensure that messages are communicated appropriately.

If a student needs to contact a parent or carer during the school day, this will be facilitated through school systems, with support from staff and the pastoral team where appropriate.

Visitors and mobile phones

Mobile phones must not be used by visitors in reception areas or elsewhere within the school building. This is a safeguarding requirement and applies at all times while on site.

Responsibility and Liability

The school does not accept responsibility for the loss, theft, or damage of mobile technology brought onto the school site. Students are strongly discouraged from bringing mobile phones into school where this is not necessary.

National Guidance

This policy is informed by the Department for Education guidance on mobile phones in schools, which supports the prohibition of mobile phone use during the school day except in clearly defined circumstances.

Parents and carers may refer to the guidance here:

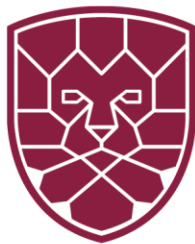
<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

Related Policies

- Behaviour Policy
- Safeguarding Policy
- Online Safety Policy
- ICT Acceptable Use Policy
- Uniform Policy

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religious Belief <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	Policy rewritten following Gov guidance
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Date of next review	April 2027



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