

Use of Mobile Electronic Equipment

September 2026



1. **Aims**

1.1 This policy aims to:

- Clearly outline expectations related to the use of mobile electronic equipment (mobile phones, smartwatches and other electronic devices that can be used to communicate or access the internet) together with the consequences for failing to meet these expectations.
- Define when learners can carry and use mobile electronic equipment and when they cannot and the consequences for not following the rules.
- Cultivate a professional, respectful culture throughout The JCB Academy.
- Ensure learner safety, security, and mental well-being are central to all activities.

2. **Definitions**

2.1 Mobile electronic devices include smartphones and any device capable of sending or receiving messages, notifications, audio, images or video. This includes smartwatches and similar smart technology. This does not include academy-issued learner laptops, which are governed by the 'Acceptable Use Policy'.

2.2 For the purpose of this policy, mobile electronic equipment will be referred to as mobile devices.

3. **Background**

3.1 The use of mobile devices in schools has become a significant issue within education in the United Kingdom. While mobile devices can provide benefits such as communication between parents and children, access to educational resources, and support for safeguarding and medical needs, concerns have grown regarding their impact on learning, behaviour, wellbeing, and online safety.

3.2 Research and evidence from schools have highlighted that unrestricted access to mobile devices can lead to distractions in lessons, reduced concentration, cyberbullying, social media pressures, and safeguarding concerns.

3.3 The Department for Education (DfE) has strengthened its guidance over recent years, and from June 2026 statutory guidance requires state-funded schools in England to implement policies that prohibit the use of mobile devices throughout the school day, including during lessons, breaktimes, lunchtimes, and movement between lessons. Schools remain responsible for determining how these restrictions are implemented, such as requiring phones to be handed in, stored securely, kept in lockers, or switched off and out of sight.



The government's position is that schools should be "mobile phone-free environments by default" to support high standards of behaviour, improve learners' focus on learning, promote positive social interaction, and protect children's wellbeing. Exceptions may be made where mobile devices are required for medical, accessibility, or safeguarding reasons.

- 3.4 Alongside national guidance, schools are expected to ensure that mobile device policies support their wider responsibilities regarding safeguarding, online safety, behaviour management, and the creation of a calm and productive learning environment. The academy therefore seeks to balance the practical benefits of mobile technology with our duty to provide a safe, focused, and supportive educational setting for all learners.

4. Expectations

- 4.1 Learners may bring mobile devices into the academy to support them with their travel arrangements and communication with parents before and after the school day. All learners will bring mobile devices at their own risk.
- 4.2 Learners will:
- Not use mobile devices when on the academy premises (this covers all areas including toilets and changing rooms) and ensure that mobile devices are switched off and kept in blazer pockets or bags.
 - Ensure that any mobile device is 'not seen, heard or used', this includes being seen in external blazer pockets or through trouser pockets even if it is not being used at that moment in time.
- 4.3 Parents/carers will:
- Ensure learners understand the expectations outlined by this policy.
 - Support the academy to create a safe, calm and meaningful learning environment by supporting the academy when learners contravene expectations.

5. Reasonable Adjustments

- 5.1 Reasonable adjustments may be made for learners with medical, safeguarding or SEND needs when authorised by the Principal.
- 5.2 For a learner to seek permission for a reasonable adjustment, parents/carers need to inform the academy of the circumstances related to the request.



6. Sixth Form Arrangements

- 6.1 Learners who study within the Post-16 provision have the same entitlement as those learners in Pre-16 to carry mobile devices. Mobile devices may only be used by Post-16 learners within the Sixth Form Common Room.
- 6.2 Learners can listen to music when in private and quiet study areas through headphones, but mobile devices should not be seen or heard.
- 6.3 Learners cannot listen to music through headphones or use mobile devices in any area that is not designated a Post-16 space i.e. within the Pre-16 areas of the academy.

7. Sanctions

- 7.1 The sanctions are as follows:
 - First Offence - The mobile device will be confiscated for the equivalent of one school day (6 periods). If, for example, the offence occurs in period 4, the learner would be entitled to collect the mobile device at the end of period 4 on the following day.
 - Second Offence - The mobile device will be confiscated for the equivalent of five school days.
 - Third Offence - The mobile device will be confiscated for the equivalent of ten school days.
- 7.2 Fourth and subsequent offences will be treated as a third offence and the learner will receive another 10-day confiscation order.
- 7.3 At the start of each half term, offences will be reset so that learners start each half term afresh unless the learner has a confiscation order against them where the offence will reset once this term of confiscation is served.

8. Confiscation and Storage

- 8.1 When learners have their mobile device confiscated, it will be sent to the academy reception and placed in a secure locker. The learner will then be able to collect the mobile device at the end of the school day regardless of the length of confiscation. Mobile devices will only be returned at 15:45 and not before. Learners are responsible for submitting their mobile device at the start of each day and retrieving it at the end of each day. The academy or staff members are not responsible for returning the mobile device to the learner.
- 8.2 Learners who have multiple days of confiscation will be expected to hand the mobile device in to the academy reception by 08:45 the next day they are in the academy.



- 8.3 If learners submit their mobile devices late or fail to hand them in, this will be considered a half-day confiscation if the device is handed in before 10:30, except in cases where a reasonable excuse is provided. Forgetting is not an excuse.
- 8.4 Learners who hand the mobile device in any later than 10:30 will not have a day removed from the confiscation.
- 8.5 Learners who are absent or simply forget their mobile device will not have a day removed from the confiscation.
- 8.6 Parents/carers may elect to retain the learner's mobile device at home instead of requiring it to be handed into the academy. This arrangement must be agreed in advance with the Principal, Vice Principal or Director of Standards and as long as parents/carers are happy for us to complete random compliance checks on the learner.

9. Communication with Parents

- 9.1 All learners regardless of whether they have had their mobile device confiscated or not should see their Head of Year if they wish to communicate with their parent/carer. If the request is appropriate, then learners will be allowed to call their parent/carer.
- 9.2 If it is found that learners have communicated with parents, other learners or have posted on social media without permission during the school day or without an approved reasonable adjustment, then it will be deemed they have used their mobile device and an appropriate sanction given.
- 9.3 Parents should only try and contact learners during the school day, through the office, not through their mobile device. While it is appreciated that it is necessary sometimes to organise transport home or events outside of the academy, if this is required please call or email the academy reception and we will get the learner to contact you as soon as possible.

10. Staff Use

- 10.1 Staff should not use mobile devices for personal use while in classrooms or corridors where learners are present.
- 10.2 Staff are allowed to use mobile devices when required for business purposes, safeguarding, emergency situations or for authorised educational purposes.
- 10.3 Should staff be required to use mobile devices for personal use then this should be done in designated areas such as private offices or staffrooms.



11. Use of Mobile Devices to Support Coursework

- 11.1 Staff, wherever possible, should avoid learners using their own mobile devices to take photos or to complete coursework. All other reasonable alternatives should be considered first. The use of learners' personal mobile devices should only be a last resort.
- 11.2 If there is no other reasonable way that expediently and efficiently aids the learners then a member of staff may authorise the temporary use of a mobile device.
- 11.3 The mobile device should only be used for the task in hand e.g. taking a photo or a recording of coursework and then returned to blazer pockets or bags.
- 11.4 Any abuse of this permission by either the learner or the staff member may mean that it jeopardises the principle of this allowance.

12. Searching for a Mobile Device

- 12.1 The Principal, or any other member of staff authorised by the Principal, has a statutory power to search a learner where a learner may be in possession of a prohibited item or any item identified within the academy rules.
- 12.2 Mobile devices become an identified prohibited item when the learner is under a confiscation order and the Principal or any other authorised staff member is entitled to search for a mobile device.
- 12.3 This search will be carried out in accordance with the Department for Education's Searching, Screening and Confiscation: Advice for Schools.
<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

13. Safeguarding

- 13.1 Unauthorised photography, video recording, audio recording, sharing of images or online misuse will be treated as a safeguarding concern and dealt with under the Behaviour Management Policy and Acceptable Use Policy.



Related policies/procedures:

Acceptable Use (Learners) Policy, Anti-Bullying Policy, Suspension and Permanent Exclusion Policy, Behaviour Management Policy.

Date:

10 September 2026

