



Mobile Phone Policy

Preparing for Life | Preparing to Serve | Preparing for Success

Version	Date	Revision Author	Summary Changes	of	Review Date
1.0	June 2025	Senior Leadership	June 2025 Not Seen – Not Heard		June 2028

Dunclug College

1.0 Ethos

1.1 We aspire to provide a high-quality child-centred education in a caring environment, built upon good personal relationships and honest partnership. Through achievement and the development of mutual respect, all pupils are challenged and encouraged to become valued citizens.

The Mobile Phone Policy is refreshed annually, where necessary, and subject to full consultation and review on a three-yearly basis.

All students will be encouraged to develop their full potential and supported to do so – care will be taken to meet the needs of the individual in the context of the well-being of the whole school community.



The Mobile Phone Policy is underpinned by four pillars: **Positivity, Respect, Aiming High and Kindness.**

This policy should be read in conjunction with the following policies:

- a) Positive Behaviour Policy
- b) Anti-Bullying Policy
- c) JCQ publication: Instructions for Conducting Examinations
- d) JCQ publication: Suspected Malpractice: Policies and Procedures

2.0 Rationale

2.1 Guidance issued by the Department of Education in September 2024, states that ***“the personal use of pupil mobile phones and other similar devices should be restricted during the school day for the vast majority of pupils. This includes during lunch and recreational periods.”*** The Guidance points to *“significant and growing evidence of the positive impact of such an approach, which has been implemented in a significant number of countries. Both the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and the Organisation for Economic Co-operation and Development (OECD) have recognised that the use of digital devices such as mobile phones for leisure during the school day can negatively impact students’ academic performance.”*

The Department also highlighted increasing concerns regarding the impact of mobile phones on children and young people’s development and the impact of phones on children and young people’s mental health and wellbeing.

3.0 Policy & Consultation

3.1 Following consultation with key stakeholders including the Board of Governors, Staff, Parents and Pupils, Dunclug College is adopting a policy where ***pupils retain possession of their personal mobile devices, however, they are never used, seen or heard during school hours, including during lunch and recreational periods.*** The mobile device is switched off and stored out of sight, where pupils cannot be easily distracted by incoming notifications.

4.0 Use of Mobile Phones

4.1 Pupils’ mobile phones are not permitted during class time either in the classroom environment or in corridors. They must be switched off and placed in a student’s bag or inside blazer pocket.

4.2 Pupils’ phones are not permitted to be used between classes, at break or at lunch time. This includes the use of earbuds/air pods playing music from mobile phones.

4.3 Pupils are not permitted to use their phones in the toilets or the changing rooms. Should a pupil need to be excused from class to use the toilet they must leave their phone with the member of teaching staff in the storage box provided.

4.4 Mobile devices may be used for educational purposes at teacher discretion. Teachers will inform students if their mobile device is required.

5.0 Exceptional Circumstances

5.1 Where there is an exceptional circumstance agreement with the parent/carer to ensure a bespoke and tailored approach dependent on the needs of the school and the individual pupils. For example, those with medical conditions or Special Educational Needs. Notably, pupils with diabetes may need access to their phone to monitor glucose levels.

6.0 Use of Technology for Learning

6.1 Mobile phones may be used for learning and teaching and other educational purposes, if instructed by a teacher.

6.2 Sixth Form pupils in study classes may use their phones if permission is granted by the Study Supervisor.

6.3 Misuse of a mobile phone while being used for learning and teaching will lead to confiscation.

7.0 Sanctions for inappropriate use

7.1 Mobile device will be retained in the school office for the remainder of the school day.

7.2 Student may collect from the school office at 3.00 - 3.05pm. Depending on departure time.

7.3 Parent/Carer informed.

7.4 Students who **do not comply** will be referred to HoD/HoY/Senior Staff.

7.4.1 Request will be made by HOY/Pastoral Director for a parent/Carer to collect device from school.

7.4.2 Student will be issued with an afterschool detention, arranged by their Head of Year

7.5 If a pupil persistently infringes the policy, they will be sanctioned in accordance with the Positive Behaviour Policy.

8.0 Mobile phones and Public Exams

8.1 In line with JCQ Regulations candidates are not permitted to bring mobile devices or other technological devices into the exam hall. Breaching this code leads to malpractice and disqualification.

JCQ: *"Possession of a mobile phone or other unauthorised material is not allowed, even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification".*



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Mobile Phone Guidance - September 2025

Mobile devices are **not permitted at any point throughout the school day**. This includes, in the classroom environment, in corridors and at break and lunch times. Mobile devices must be switched off and 'Never Used, Seen or Heard'.

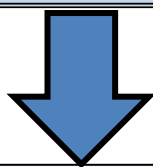
Mobile devices **must be switched off** on arrival to school and remain switched off until departure. They should be stored out of sight and placed in a student's bag or inside blazer pocket for safe keeping.

Mobile devices may be used for educational purposes at teacher discretion. Teachers will inform students if their mobile device is required.

Inappropriate use of mobile phone.

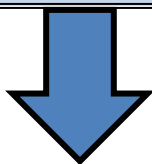
Eg: Making use of mobile device during the school day. (See section 4.0 & 7.0)

- Mobile device will be retained in the school office for the remainder of the school day and a record maintained in the school office.
- Students may collect from the school office at 3.00 - 3.05pm. Depending on departure time.
- Parent/Carer informed. (MP1 – Sent via parent app).
- Students who **do not comply** will be referred to HOD/HOY.



Inappropriate use of mobile device on the third occasion/non-compliance.

- Mobile device will be retained in the school office for the remainder of the school day.
- Request will be made by HOY/Pastoral Director for a Parent/Carer to collect device from school.
- Student will be issued with an afterschool detention, arranged by their Head of Year.
- Student will NOT be permitted to have their mobile device in school for 1 week. This must be left at home each day or placed at the school office each morning and collected at the end of each day. Parent/Carer informed (MP2 – Sent via parent app).



Persistent Inappropriate use of mobile device following previous intervention.

- Parent and student meeting with HOY/SLT.
- Students will not be permitted to have their mobile device in school for an extended period. Time frame identified during meeting.
- Parent/Carer informed. (MP3 – Sent via parent app).