

# Mobile Device Acceptable Use – KS3 and KS4

Approved by **CEO**

Approved on **April 2026**

RET contact **CFO**

Revision due **Every 2 years**



RUSSELL EDUCATION TRUST

**At this school students are required to place their phones in a secure pouch at the start of the school day and unlock the pouches when they go home. Pouches are purchased from the school and must be replaced if they are lost or damaged.**

## 1. Mobile Device Permission

- a. The school recognises that mobile devices are part of modern everyday society and that many parents like their child to carry their phone with them for safety reasons and/or ease of contact.
- b. The school is also aware that these items can be disruptive to learning or the smooth running of the school. The school, therefore, wishes to ensure that mobile devices are not used in a negative way.
- c. The school permits these items to be brought to school provided that the pupil and parent agree to uphold the rules below. Otherwise, mobile devices are forbidden. Pupils are responsible for the safe-keeping of their mobile devices in school unless this is handed in to a member of staff. Our advice is always have a good, impact resistant case and only have the device out when it is securely protected, for example when sitting down, out of the way and not in a group. For devices of a higher value, we would recommend that parents purchase insurance as the devices are easy to drop at any time, including outside school.

## 2. Mobile Device Requirements

- a. Mobile Devices must be switched off and hidden from view until the end of the school day (except when they are used under supervision).
- b. Headphones must be put away at the start of the school day.
- c. When used under supervision in class, phones and devices must not be used to make or receive phone calls, or to use text or messaging facilities, at any time during the school day. This includes break and lunchtime.
- d. If parents wish to contact their child as a matter of urgency, they should telephone the school and a member of the office staff will ensure the message is passed on.
- e. Mobile devices must NEVER be used in lessons or during lesson changeover, without the express permission of the teacher.
- f. Mobile devices must not be used to take pictures or videos at any time when in school or on a school activity unless given permission by their teacher.
- g. The contents of mobile devices must be suitable for viewing at school; there must be nothing on them that pupils would be embarrassed for staff in the school to see. Bringing a mobile device to school means accepting that staff may ask to see contents should there be any concerns.
- h. Mobile devices must NEVER be used for any act of unkindness.
- i. If a member of staff asks for a mobile device because it is used inappropriately, it must be handed over immediately and without argument.

## 3. Declaration

- a. Parents are asked to agree to these simple rules on their son/daughter's enrolment form. Where agreement is not given, we will assume that a mobile device will not be brought in to school.
- b. Failure to comply with these simple rules will result in the mobile device being confiscated until the end of the school day. The pastoral team will decide what further actions are needed to ensure there is no repetition of this behaviour.

## 4. Smartphone management schemes

- a. Schools may decide, with the approval of their local governing body, to implement schemes to limit the type, use or access to mobile devices in school. Such schemes may include and are not limited to:
  - Phone pouches
  - Phone lockers
  - Limiting the type of phone that may be brought to school