



Mobile Phone Policy

Author/s	Sean Quinn
Approved by:	Governors
Last reviewed on:	June 2026
Next review due by:	June 2027

Our vision

At Rugby High School, we set heights in our heart.

While striving for **excellence for all**, in all its forms, our aim as a school is to encourage our students to be ambitious and creative thinkers, to face challenges, to work together, to learn to apply and adapt their knowledge and understanding so that they are prepared and excited for the future, whatever it may bring. Our aspiration is that **all our students** understand what it is to show compassion and empathy and to take responsibility as brave, independent global citizens. Our students will move on from Rugby High School knowing how to be Resilient, Healthy and Successful, showing kindness, care and respect to others

Inspired by their curiosity and love for learning our students will leave us with a confident voice, ready to take their place, knowing that their actions have the potential to change the world.

Contents

1. Purpose.....	2
2. The Education of Mobile Phones.....	3
3. Mobile Phone use for the main school.....	3
4. Recording of mobile phone confiscations	4
5. Sixth Form.....	5
6. Mobile phone responsibilities.....	5
7. Policies referred to	6

Purpose

Rugby High School is committed to providing a calm, purposeful and safe learning environment where students can achieve their full potential.

Following the Department for Education's expectation that schools should be mobile phone-free by default, Rugby High School prohibits the use of mobile phones throughout the school day except in exceptional circumstances authorised by the school.

Alongside this policy, Rugby High School operates a Bring Your Own Device (BYOD) programme which enables students to access digital learning using approved educational devices rather than mobile phones, please see the BYOD Policy.

Aims

This policy aims to:

- maximise learning time
- reduce distractions during lessons
- improve student wellbeing
- encourage face-to-face social interaction
- reduce cyberbullying and online conflict during the school day
- safeguard students from inappropriate online content
- protect staff and students from unauthorised recording
- support the school's digital learning strategy through BYOD

The education of mobile phones.

We are aware of the need for many students to carry mobile phones for reasons of personal safety and practicality while travelling to and from school. We are also conscious of the possible dangers and problems that can arise from the use of mobile phones in school such as:

- bullying
- possession or transmission of inappropriate/unlawful images
- filming of individuals without their permission
- distractions in the classroom and in social areas
- accessing inappropriate websites on the internet.
- Peer on Peer abuse

Students will be educated on these disadvantages during PSHE, ICT and form time lessons and appropriate use of mobile phones.

We value face to face conversation. We want students to be free to enjoy each other's company, to play games and to pursue a broad range of interests and activities while they are in school. For the reasons mentioned above, the use of phones by students is restricted during the school day.

Mobile Phone use for the main school.

All students in the main school should not have their phone on their person. Students must have their phones switched off and stored in their locker when they arrive in school until the moment they leave school.

Years 7–11: Mobile phones should be switched off and stored securely in students' lockers throughout the school day. If a student is found using, or in possession of, a mobile phone, confiscate it in a calm and professional manner.

Years 12–13: Sixth Form students may use their mobile phones **during social times only** and **only in the Sixth Form Study Room and Common Room**, or when specifically authorised by a member of staff for educational purposes during a lesson. If a Sixth Form student is using their phone anywhere else, or at any other time without permission, the phone should be confiscated.

Phone use due to Medical exemption

BOOST: Students attending BOOST should **not** have access to or use a mobile phone unless there is an **approved medical exemption** in place. Students may use **their own learning device or a BOOST device** to complete their work, but mobile phones should not otherwise be used.

Medical Exemptions: Students who require access to their mobile phone for an approved medical reason (for example, to monitor a medical condition using a medical app or device) will be permitted to keep their phone in their pocket or bag. An approved medical exemption will be recorded on **Arbor**.

Students with a medical exemption are expected to use their phone **only for the agreed medical purpose** and should be mindful that it must not be used for any other reason during the school day.

Recording of mobile phone confiscations

Years 7–11

During the trial week, all students in **Years 7 to 11** will be required to:

- Switch off their mobile phone before entering the school building.
- Place their phone securely in their locker on arrival.
- Keep their phone switched off and stored in their locker throughout the school day.

At **3:45 pm**, when the school day finishes, students may collect their phones from their lockers and use them once they have left the school building.

If a student is found with a mobile phone (Years 7–11)

If a student in **Years 7–11** is found using, or has a mobile phone on their person during the school day, they will have their mobile phone confiscated by a member of staff.

First incident

- The phone will be confiscated and held securely in Reception.
- The student may collect the phone from Reception at the end of the school day before leaving the school site.

Second and subsequent incidents

- The phone will be confiscated and retained by the school.
- The phone may only be collected by a parent or carer from Reception.

On each occasion:

- A **Restorative Conversation** will take place with the member of staff, in line with the school's Behaviour Policy.
- The incident will be recorded on **Arbor**.
- Parents/carers will receive an automatic email notification informing them of the incident. For a **second and any subsequent incident**, the email will also advise that the mobile phone must be collected by a parent or carer from Reception.

Sixth Form (Years 12 and 13)

Students in **Years 12 and 13** may continue to use their mobile phones, but **only in designated areas during social times**, such as the Sixth Form Common Room, or when specifically authorised by a member of staff for educational purposes during a lesson.

If a Sixth Form student is found using a mobile phone outside of these permitted areas:

First incident

- The phone will be confiscated and retained by a member of the Sixth Form team until the end of the school day.

Second and subsequent incidents

- The phone will be confiscated and retained by the school.
- The phone may only be collected by a parent or carer from Reception.

On each occasion:

- A **Restorative Conversation** will take place in line with the school's Behaviour Policy.
- The incident will be recorded on **Arbor**.
- Parents/carers will receive an automatic email notification informing them of the incident. For a **second and any subsequent incident**, the email will also advise that the mobile phone must be collected by a parent or carer from Reception.

If the student continues to use their phone without permission then staff should contact a member of the Senior Leadership Team who will confiscate the phone from the student and take it to reception.

Mobile phone responsibility

The school will not take responsibility for mobile phones that are stolen or disappear on school premises. In emergencies, parents and students can contact each other through the school office. It is essential that all emergency information be routed through the school office, so that relevant staff will be aware of any potentially important information.

Please Note

Students are expected to treat other members of the school community with care and respect at all times. This includes when using digital technology.

Parents need to be aware that some insurance companies may not cover loss or damage to mobile phones in schools.

Mobile phones must not be used to contact parents if the student feels unwell. Students should go to Reception, where a member of the office staff will contact parents if necessary.

Mobile phones are not allowed in examination rooms. Any student found in possession of a mobile phone in an examination room will be disqualified from that examination and may be barred from sitting future examinations.

Policies referred to:

BYOD Policy

Behaviour Policy