Mobile Phones, Smart Technology and 1:1 Devices Policy

Carrington School | 2026–2027

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APPLIES TO	Students, staff, parents and carers, visitors and contractors

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1.0 Policy statement

Carrington School is a mobile phone-free environment during the school day. Students must not use, handle or display a mobile phone or other personal smart technology between 08:30 and 16:15.

Devices brought to school must be switched off and stored securely out of sight.

This policy gives effect to the Department for Education expectation that schools prohibit mobile phones and comparable smart technology throughout lessons, movement time, break and lunch, while allowing only clearly defined individual exceptions.

2.0 Aims

- Protect learning, attention, wellbeing and face-to-face relationships.
- Reduce disruption, online harm, bullying, unauthorised recording and safeguarding risks.
- Set simple, consistent expectations for students, staff and families.
- Permit purposeful use of school-approved 1:1 devices under staff direction.

3.0 Scope and definitions

This policy applies on the school site, during the stated school day, on school transport where the school behaviour policy applies, and during off-site school activities unless the trip leader has issued different written arrangements.

Personal smart technology includes mobile phones, smartphones, smartwatches, connected watches, headphones or earbuds, tablets and any personal device able to communicate, receive notifications, access the internet, store data, or record audio, images or video.

1:1 device means a school-approved laptop or tablet allocated to a student for learning and governed by the school's acceptable-use, filtering and monitoring arrangements. It does not include a mobile phone.

4.0 Student expectations

4.1 Phone-free period: 08:30–16:15

- From 08:30 until 16:15, mobile phones and personal smart technology must be switched off, stored securely and kept out of sight.
- Students must not use a device for calls, messages, social media, music, gaming, photography, filming, recording, payments, internet access, notifications or checking the time.
- A device seen, heard, used or handled during this period is a breach, whether or not it was actively communicating.
- Smartwatches with communications, notification, internet or recording functions must be switched off and stored out of sight. A non-connected watch may be worn unless examination rules state otherwise.

4.2 After 16:15
After 16:15, a student may use a mobile phone only to make or receive a necessary call home. Messaging, social media, filming, photography, gaming, music, internet browsing and other uses remain prohibited while the student is on site or under school supervision.

4.3 Contact during the school day
Parents and carers should contact the school office in an emergency. Students who need to contact home must speak to their Small School Hub or another authorised member of staff. The school will not release a student solely in response to an unverified message or call made from a personal device.

4.4 Exceptions and reasonable adjustments
Exceptions are by prior written agreement only, for example where a device is necessary for a documented medical need, disability, special educational need or safeguarding plan. The agreement must state the device, purpose, times, locations and review arrangements. It does not create general permission for personal use.

5.0 School-approved 1:1 devices

5.1 Learning use
Students may use their school-approved 1:1 device during lessons only when directed or permitted by the subject teacher. Appropriate uses include recording notes, research, producing presentations, completing set work and other curriculum activities specified by the teacher.

5.2 Games and recreational activities
- School-approved games and recreational activities may be accessed before school and after school, subject to the acceptable-use policy and staff instructions.
- Games and recreational activities must not be accessed during lessons, movement time, break or lunch.
- Students must stop or close content immediately when directed by a member of staff.
- Misuse may result in an infringement equivalent to a mobile phone breach, temporary removal of the device or access, and further action under the Behaviour for Learning policy.

5.3 Safe and responsible use
Students must use only their own authorised account, keep credentials secure, respect copyright and privacy, and never use a 1:1 device to bully, harass, record others without permission, evade filtering or monitoring, or access, create or share harmful or inappropriate content.

6.0 Staff use and professional example

- Staff may use personal mobile phones only in offices or other specifically authorised private staff areas.
- Personal phones must not be on display or used in classrooms, corridors, communal areas, outdoor spaces or other public places around school, except in an emergency or where expressly authorised for a work or safeguarding purpose.

- Staff must not allow a personal device to distract them from teaching, supervision, safeguarding or professional duties.
- Staff must model the expectations placed on students and challenge breaches consistently.
- School systems and devices should be used for school business wherever practicable. Personal devices must not be used to photograph or record students unless expressly authorised under school safeguarding and data-protection procedures.

7.0 Examinations and assessments

- JCQ and awarding-body instructions take precedence during public examinations and formal assessments. Candidates must follow all instructions issued by the Exams Officer and invigilators.
- Mobile phones, smartwatches, connected watches, headphones, earbuds and any unauthorised internet-enabled, data-storage or communications device must not be taken into an examination room.
- All watches are prohibited where required by current JCQ or awarding-body instructions. Candidates must use the room clock for timekeeping.
- Devices must be left at home, secured in a locker, or handed in at the designated collection point before entering the examination room.
- Possession of an unauthorised device, even if switched off, may be reported to the awarding body and may lead to loss of marks, disqualification or other sanctions determined by that body.
- Only centre-provided equipment and approved access arrangements may be used. Personal phones must never be used as calculators, clocks, readers, recording devices or listening devices.

8.0 Safeguarding and unacceptable use

Bullying, harassment, threats, discriminatory abuse, sexual harassment, unauthorised recording, sharing intimate images, accessing harmful content, or using technology to bring the school community into disrepute may be treated as serious misconduct and a safeguarding concern.

Content must not be deleted or searched by staff outside the school's authorised procedures. Concerns must be reported promptly to the Designated Safeguarding Lead and, where appropriate, the police or other agencies.

9.0 Breaches, confiscation and escalation

9.1 First or occasional breach

- If a phone or personal smart device is seen, heard, used or handled between 08:30 and 16:15, it will normally be confiscated for the remainder of that day and an infringement will be recorded.
- The student must hand over the device immediately and without argument.
- The device will be stored securely and returned through the Students Small School Hub at the end of the day.

9.2 Repeated or persistent breach

Repeated behaviour will result in a proportionate escalation, taking account of frequency, context, safeguarding needs and the behaviour policy. Measures may include:

- daily hand-in of the device on arrival and collection at the end of the day for a defined period;
- a longer period of confiscation where lawful, reasonable and clearly communicated;
- loss or restriction of access to a school-approved 1:1 device or recreational applications;
- a meeting with parents or carers and an agreed behaviour plan;
- a request that the student uses a basic “brick” phone without smart functionality for travel and emergency contact; or
- a request that the device is left at home.

Refusal to surrender a device, concealment, defiance or misuse involving harm may lead to additional sanctions under the behaviour policy. Confiscation, searching and any examination of electronic data will be undertaken only by authorised staff, lawfully, proportionately and in accordance with safeguarding procedures.

9.3 Collection and liability

Students remain responsible for devices brought to school. The school will take reasonable care of confiscated items but accepts no responsibility for loss, theft or damage except where caused by a failure to take reasonable care. A parent or carer may be required to collect a device where the breach is serious or repeated.

10.0 Roles and responsibilities

- **Headteacher and governors:** approve, communicate, resource and review the policy, ensuring alignment with behaviour, safeguarding, equality, data-protection and examination requirements.
- **Staff:** model the policy, apply it consistently, record infringements, store confiscated devices securely and report safeguarding concerns.
- **Students:** keep personal devices switched off and out of sight, use 1:1 devices responsibly and comply promptly with staff instructions.
- **Parents and carers:** support the phone-free day, avoid contacting students directly during school hours, use the school office for urgent messages and cooperate with escalated arrangements.
- **Exams Officer:** issue and implement the current JCQ and awarding-body instructions for each examination series.

11.0 Related guidance and policies

- Department for Education: Mobile phones in schools
- Department for Education: Searching, screening and confiscation in schools
- Keeping children safe in education 2026
- JCQ Instructions for conducting examinations 2026–2027
- Behaviour for Learning Policy; Safeguarding and Child Protection Policy; Acceptable Use Policy; Data Protection Policy; and Examinations Policy.

12.0 Monitoring and review

The Head of each School will monitor infringements, repeated patterns, safeguarding concerns, reasonable adjustments and the impact on learning and wellbeing. These will be reported to the Senior Leadership on a termly basis and / or through Small School meetings with the Headteacher

The Heads of School will also write a report for the FGB on a termly basis The policy will be reviewed at least annually and sooner if government, safeguarding or examination guidance changes.

Appendix A: Communication materials

1. Parent and carer announcement – November 2026

Subject: Updated mobile phones, smart technology and 1:1 devices policy

Dear parents and carers,

We have updated our Mobile Phones, Smart Technology and 1:1 Devices Policy to reflect current government guidance and to provide a calm, safe and focused learning environment.

From 08:30 until 16:15, students must not use, handle or display a mobile phone, smartwatch or other personal smart device. Any device brought to school must be switched off, stored securely and kept out of sight. After 16:15, phones may be used only to make or receive a necessary call home; other uses remain prohibited while students are on site or under school supervision.
If a device is seen, heard or used during the phone-free period, it will normally be confiscated for the remainder of the day and an infringement will be recorded. Repeated breaches may lead to daily hand-in arrangements, a parent or carer meeting, use of a basic "brick" phone, or the device being left at home.

School-approved 1:1 devices remain available for learning when directed by subject teachers. Games and recreational activities may be accessed before and after school, but not during lessons, movement time, break or lunch.

Please support the policy by contacting the school office if you need to reach your child during the school day. The full policy is available on the Carrington School policies webpage.

Thank you for your support in helping us maintain consistent expectations for all students.

Yours faithfully,
Miss K Oakley
Headteacher

2. Student Weekly summary – 2 November 2026

Updated Information:

Phones away: 08:30–16:15

- Phones, smartwatches and other personal smart devices must be switched off, stored securely and kept out of sight from 08:30 until 16:15.
- If a device is seen, heard, used or handled, it will be confiscated for the day and an infringement will be recorded.
- After 16:15, you may use your phone only for a necessary call home. No messaging, social media, gaming, music, filming, photography or browsing while on site.
- If you need to contact home during the day, speak to Small School Hub or another member of staff.
- Repeated breaches may mean handing in your phone every morning, a meeting with parents or carers, using a basic "brick" phone, or leaving the device at home.

Using your 1:1 device

- Use your school-approved device in lessons only when your teacher directs or permits you.
- You may use it for notes, research, presentations and other set learning activities.
- Games and recreational activities are allowed before and after school only—not during lessons, movement time, break or lunch.
- Misuse of a 1:1 device may result in an infringement and temporary loss of the device or access.

Exams

Do not take phones, smartwatches, watches, earbuds or other unauthorised devices into an examination room. Follow all instructions from the Exams Officer and invigilators.

Remember: switched off, stored securely and out of sight.