



Crestwood Community School- Mobile Phone/Electronic Devices Policy

1. Introduction and Rationale

At Crestwood Community School, we are committed to providing a stimulating, safe, and respectful learning environment. We understand that mobile phones and other electronic devices are a significant part of modern life. However, their misuse can disrupt learning, detract from healthy social interactions, and pose safeguarding risks. This policy outlines clear guidelines for the use of mobile phones and electronic devices to ensure they do not impede our core educational mission or the well-being of our students.

This policy applies to all students, staff, and visitors within the school premises and during school-related activities.

2. Permitted Use of Mobile Phones and Electronic Devices

Students are generally permitted to bring mobile phones and other electronic devices (e.g., tablets, smartwatches, headphones) onto the school premises under strict conditions:

- **Before and After the School Day:** Devices may be used discreetly before 8:30 AM and after 3:00 PM (or 4:00 PM if a student has an after-school reflection). This allowance is primarily for health and safety purposes, enabling students to communicate with parents/guardians for travel arrangements or emergencies outside of school hours.

3. Student Responsibility and Device Management

- **Sole Responsibility:** Mobile phones and all other electronic devices brought into school remain solely the responsibility of the student. Crestwood Community School accepts no liability for loss, theft, damage, or misuse of any personal electronic device brought onto school premises.
- **Switched Off and Out of Sight:** Throughout the entire compulsory school day (8:30 AM - 3:00 PM, or 4:00 PM if a student has an after-school reflection), including during all lessons, assemblies, tutor time, movement between classes, break times, and lunchtimes, all mobile phones and electronic devices *must* be:
 - **Switched off completely.** Devices in silent or vibrate mode are not considered switched off.
 - **Kept out of sight** in the student's bag or locker. Devices should not be on a student's person (e.g., in pockets) or visible at any time during these hours.

4. Confiscation Procedures and Sanctions

The school will take a firm approach to ensure adherence to this policy.

4.1 Devices Seen Before or After the School Day

If a student is seen with a phone or electronic device before 8:30 AM or after 3:00 PM (or 4:00 PM for after-school reflections), and they are not contravening any other school rules (e.g., photographing another student, playing inappropriate content):

- Students will be asked to immediately put the device away in their bag.

4.2 Devices Seen During the School Day (8:30 AM - 3:00 PM / 4:00 PM)

If a student is seen or heard with a phone or electronic device, or if there is a reasonable suspicion of its use, during the compulsory school day (including break and lunchtimes):

1. **Immediate Confiscation:** The device will be immediately confiscated by any member of staff.
2. **Secure Storage:** The device will be placed securely in a sealed envelope, clearly labelled with the student's full name and year group.
3. **Logging:** The confiscation incident will be recorded on Arbor, the school's management information system, detailing the date, time, staff member, and reason for confiscation.
4. **Parental Contact:** Where possible and appropriate, the confiscating staff member, or a designated member of the pastoral team, will contact the student's parent/guardian via phone or email to confirm the confiscation and arrange for the collection of the device.
5. **Student Responsibility for Communication:** The student will have the ultimate responsibility for explaining the confiscation to their parent/guardian.
6. **No Return to Student:** Confiscated items (including mobile phones, smartwatches, and other electronic devices) will **not** be returned directly to students.

4.3 Specific Scenarios Leading to Automatic Confiscation

- **Same Toilet Cubicle:** Students found together in the same toilet cubicle may have their mobile phones/electronic devices confiscated. This is due to the strong presumption that their presence together in a cubicle is for the purpose of illicit mobile phone use, potentially involving photography, filming, or other prohibited activities.
- **Associated Searches:** Due to the high level of suspicion created by such behaviour (e.g., being in the same toilet cubicle for misuse, or refusal to relinquish a device), students should also expect to be searched for other prohibited items in accordance with the school's search policy.
- **Smartwatches and Other Devices:** Smartwatches, headphones, and any other electronic device capable of communication, recording, or displaying information will also be confiscated if they are believed to be being used in contravention of this policy (e.g., for communication, accessing social media, taking photos, or cheating during assessments).

4.4 Collection of Confiscated Items

- **Collection by Parent/Guardian:** Confiscated devices must be collected by a parent/guardian or a nominated adult (who must be known to the school or provide valid identification).
- **Collection Times:** Collection should take place at the end of the school day or within the working hours of the school office staff. Arrangements should be made by contacting the school office.

5. Escalation for Repeat Offences and Non-Compliance

5.1 Repeat Offences

- **Monitoring by Year Leaders:** Year Leaders will closely monitor students who are repeat offenders of this policy.
- **Further Sanctions:** Persistent breaches will result in communication with parents and the application of further sanctions, which may include, but are not limited to:
 - Extended confiscation periods.
 - In-school sanctions (e.g., detentions, internal exclusion).
 - A permanent ban on the student bringing any electronic device into school.
 - Other appropriate sanctions, up to and including suspension from school.

5.2 Refusal to Relinquish a Device

If a student fails to relinquish their mobile phone, smartwatch, or any other similar device or banned item upon request of a member of staff:

- **Exclusion from Lessons:** The student will not be permitted to return to lessons until the item in question has been handed over.
- **Supervision by Senior Leadership:** The student will be 'parked' (supervised) by their link member of the Senior Leadership Team (SLT) until the device is relinquished.
- **Prolonged Non-Compliance:** This situation could potentially continue over multiple days until the device is successfully handed in.
- **Formal Sanction:** As a direct result of their defiance and non-compliance, students refusing to hand over a device will spend a full day in the Personal Reflection Room.

5.3 Associated Misdemeanours

If the mobile phone contravention involves other related misdemeanours, such as rude, argumentative, abusive, or obstructive behaviour towards staff, then additional and appropriate behavioural sanctions will be applied, in line with the school's Behaviour Policy.

6. Policy Review

This policy will be reviewed annually by the Senior Leadership Team and Governing Body to ensure its effectiveness and relevance. Feedback from students, parents, and staff will be considered during the review process.