

	Mobile Phone and Smart Device Policy			Date policy written/last reviewed: Jun 26
	Relevant to: All	Relevant trustee committee: Student Committee	Policy author: Headteacher	Date next review due: Jun 27

Years 7–10

Students in Key Stage 3 and year 10 must leave all internet-enabled mobile phones and smart devices (including smartwatches, fitness trackers with communication features, and tablets) at home. However, students may bring a basic mobile phone that is not internet-enabled and does not have video, or audio recording capabilities, provided it is switched off and stored securely in their bag throughout the school day.

This policy is designed to minimise distractions, reduce the risk of cyberbullying, and encourage healthy face-to-face social interaction.

Purpose:

- Foster a focused and respectful learning environment
- Protect student welfare and privacy
- Ensure fairness and consistency across the year group

Prohibited Devices:

- Internet-enabled mobile phones (smartphones)
- Smartwatches (e.g., Apple Watch, Samsung Galaxy Watch)
- Wearable technology with connectivity or recording capabilities
- Tablets and similar smart communication devices

Permitted Devices:

- Basic mobile phones (not internet-enabled, no recording features – often nicknamed “brick” phones). These must remain turned off and stored in bags at all times during the school day.

Exceptions:

- Students with documented medical needs requiring wearable monitoring devices
- Devices pre-authorised by the school for specific SEND (Special Educational Needs and Disabilities) support

A form to request permission to carry a device is provided in Annex A.

Year 11

Students in Year 11 are permitted to bring internet-enabled mobile phone or device to school. However, these devices must be switched off and stored securely in the student's bag at all times, unless a member of staff specifically requests that a device be used for educational purposes.

This approach aims to balance digital responsibility with the maturity and independence expected of older students, while maintaining a respectful and distraction-free learning environment.

Purpose:

- Promote responsible use of technology
- Maintain a calm, focused classroom atmosphere
- Allow controlled use of digital tools for learning when appropriate

Expectations:

- Phones must not be used for messaging, social media, photography, or video recording on school grounds.
- Devices may only be used under direct staff supervision and for approved learning tasks.

Please note that from September 27 no students in KS3 and KS4 will be able to bring in a Smart device without supporting medical or SEND certification.

Key Stage 5 (Years 12–13)

Students in Key Stage 5 are permitted to carry an internet-enabled mobile phone or device. However, its use is subject to guidelines to support academic focus and professional conduct. As respected leaders of school culture for the lower years, Students in Sixth Form must not use mobile devices while moving around the school. Mobile devices must not be used in the Reading Room at any time.

Use of mobile devices in classrooms is only permitted under the clear direction of the teacher and must be for educational purposes only.

Students should regularly consider their use of devices in line with the Sixth Form's expectations of professionalism and independence

The Head of Sixth Form or member of the Sixth Form team reserves the right to confiscate a student's mobile device during the school day if it is deemed a persistent distraction or if the student's academic performance is below expected standards.

Consequences for Breaching this Policy:

- **First Violation:**
The device will be taken by the staff member.
Device will be kept securely in the office and returned to the student on the evening after 3 School days.
A formal warning will be issued and sent to the student and parent or carer.
- **Second Violation:**
The device will be taken as above and stored in the school office.
A mandatory meeting will be called after a minimum of 5 school days with a member of staff, the parent/carer and student at which point the device will be returned.
A written agreement will be signed by the parent/carer and student acknowledging the policy and future consequences.
- **Third Violation or Persistent Breach:**
The device will be taken for a minimum of 14 school days.
A mandatory meeting will be called with a senior member of staff when the device will be returned.
The student will be placed on daily uniform and belongings check.
Consideration of extended internal exclusion or temporary exclusion depending on context.

Additional Information:

Students found attempting to hide a prohibited device will be considered in breach, even if not actively using it.

Devices found recording or used inappropriately (e.g., sharing images) may trigger safeguarding or disciplinary procedures, including police referral if necessary.

The school is not liable for any lost, damaged, or stolen devices brought in that are in breach this policy.

Policy Review and Enforcement:

This policy is reviewed annually and is enforced in accordance with DfE guidance on behaviour, safeguarding, and confiscation powers under the Education and Inspections Act 2006.



Annex A - Burford School Request for Mobile Device Policy Exemption

Student Name		Parent/Carer Name	
Date of entry to Burford School		Contact Address	
Current Form			
Identified Need (e.g. medical or SEND)		E-Mail Address	
		Phone Number	

Explanation of why the device is needed			
Device required (Make and Model)		Description of professional documentation attached (e.g. consultants letter)	
Parent Signature			Date

Office use only

Approved by		Date	
Position (SLT)			