



Policy on Pupil Use of Personal Mobile Digital Devices (Implementation date 1st September 2026)

There are increasing concerns regarding the impact of mobile phones on children and young people's development. Many of the concerns associated with phone use occur outside school premises and beyond the school day and are therefore wider societal issues requiring a multi-agency response. There is a recognised need for education programmes that promote digital proficiency and the responsible use of technology.

The School recognises the widespread use of mobile digital devices in society and the workplace and are committed to supporting pupils in developing disciplined, responsible and appropriate use of such devices. The School also recognises that many parents wish their children to have a mobile phone for safety reasons while travelling to and from school. However, in order to safeguard pupils and ensure the smooth, focused running of the School, the use of personal mobile digital devices within school is prohibited under a **“Not Seen, Not Heard”** rule.

For the purposes of this policy, a *personal mobile digital device* includes, but is not limited to, mobile phones and smartphones, as well as other mobile network or Wi-Fi enabled devices such as smart watches, tablets, iPads, iPods, headphones/earbuds (including AirPods), hand held game consoles and laptops.

1. Pupils who bring a personal mobile digital device to school do so entirely at their own risk.
The School accepts no responsibility for the security, loss, damage or theft of such devices and will not investigate misplacement or loss.
2. Personal mobile digital devices must be switched off and out of sight at all times while on school premises.
This includes:
 - Before school
 - During lesson time
 - Between lessons
 - Break time
 - Lunchtime
 - After school
3. Devices must not be seen or heard at any point during the school day, unless explicit permission has been granted by a senior member of staff under the agreed exceptions to this policy.
4. If a pupil is given permission to leave a lesson, their mobile phone must be handed to the member of staff before leaving the room and collected on return.
5. The use of mobile digital devices for photography, video recording or audio recording is strictly prohibited at all times while on school premises.
The camera function may only be used on school trips or sporting activities when explicit permission has been granted by the teacher in charge.
The taking, sharing or uploading of any digital image or recording that is offensive, defamatory or inappropriate is strictly prohibited and will be treated as a serious breach of the policy.
6. Personal mobile digital devices must never be used for offensive, indecent or inappropriate communication, including messages, images, videos or online activity.
7. Pupils must not contact parents/carers directly during the school day using personal mobile digital devices. If a pupil is unwell or needs to be collected, the School Office will contact parents/guardians/carers on the pupil's behalf.
8. The use of mobile phones is strictly prohibited in toilets and changing rooms at all times, including before school, break time, lunchtime and after school.
9. Any pupil found in breach of this policy will have their device confiscated by a member of staff.
 - The incident will be recorded on SIMS Behaviour Management
 - Behaviour points will be issued in line with the Positive Behaviour Policy
 - Confiscated devices may be collected from the School Office at 3.30pm
 - Where appropriate, parents/guardians/carers may be required to collect the device



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10. Pupils remain responsible for their personal mobile digital device at all times, including any misuse by another individual.
11. Breaches of this policy will result in sanctions, proportionate to the seriousness and frequency of the offence.
12. Examinations (JCQ Regulations)
In accordance with Joint Council for Qualifications regulations, possession of any unauthorised electronic device in an examination room constitutes malpractice.
Any device found after the start of an examination will be confiscated and reported to the Examination Board, which may result in the loss of marks or disqualification.
13. The School reserves the right to prohibit any individual pupil from bringing a personal mobile digital device to school.
14. Where mobile digital devices can access the internet via mobile networks, pupils remain bound by the School's e-Safety and Acceptable Use of the Internet Policy at all times.

Exceptions

- i) Exceptions may be made where a pupil has been granted permission to access a mobile device for specific SEN, pastoral or medical reasons, as formally agreed by:
 - The Pastoral Vice Principal or
 - The Teacher in charge of medical needs
- ii) Sixth Form pupils may use personal mobile digital devices under staff direction and supervision. In addition, as a privilege, Sixth form pupils may use their mobile phones in their common room area. Outside of their respective common rooms phones should be not seen and not heard.

Staff retain the right to confiscate any device if it is not being used appropriately.

Linked Policies

- Anti-Bullying Policy
- Child Protection Policy
- e-Safety and Acceptable Use of the Internet Policy
- Positive Behaviour Policy

Linked DE Circular

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202024-14%20-%20Use%20of%20Personal%20Mobile%20Phones.pdf>

Note. Pupils are reminded of the dangers associated with using mobile digital devices, particularly headphones or earphones, in built-up areas where reduced awareness of traffic can lead to serious accidents.

This policy reflects the UN Convention on the Rights of the Child, adopted as legally binding in 1999, including:
Article 19 – Protection from harm
Article 28 – The right to education

This policy supersedes the policy dated 2 April 2025

Pupils were consulted on this Policy in June 2026

Staff were consulted on this Policy in May 2026

Parents were consulted on this Policy in May 2026

Signed _____ *A McNeill* _____ (Chairman of the Board of Governors)

Date _____ 10.06.2026 _____



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Signed _____ *N Madden* _____ (Principal)

Date _____ 10.06.2026 _____

Date for Review: May 2027 or earlier if required