

# **Chelmsford County High School for Girls**



## **Mobile Phones Policy**

**Approved by the Governing Body: 4<sup>th</sup> September 2025**

# Chelmsford County High School for Girls

## Mobile Phones Policy

The term 'phone' in this policy denotes mobile phones and all other portable digital devices including wearable technology, such as smartwatches.

Chelmsford County High School for Girls recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety, as well as having educational benefit.

### Appropriate use and safeguarding

- Mobile phone use should only be undertaken with the expressed permission of a member of staff. Improper use, or using a mobile phone without permission, will result in the mobile phone being confiscated.

### Educational benefits

- Phones offer students access to the internet and therefore a wealth of information. They can be used in the classroom to support learning by using them as a research tool when undertaking particular activities and projects.
- Phones can be used to enhance a student's education. For example, certain apps can all be used to teach topics and encourage creative thinking.
- Phones are becoming increasingly integrated into society, and allowing their use in schools can help students develop digital literacy skills.
- Allowing students to use their phones for interactive classwork and activities can significantly increase participation and keep students engaged in the learning process.

### Use of mobile phones by students in the Main School

- Students may bring phones to school only to enable them to contact or be contacted by parents/carers **before school** and **at the end of the school day**.
- Phones should always be switched off and kept in their bags or their blazer pocket until a staff member invites them to use the device.
- Students are not permitted to use mobile phones on campus during school hours, including during breaks and lunch. They absolutely must not be used to contact parents/carers from the toilet when feeling ill - students must follow procedure and go to the medical room.
- In the event of an emergency and the student needing to contact their parent/carer during the day - they should seek permission from their Year Leader.
- Students are responsible for the safety of their phone and the content on their phone at all times.

### Use of mobile phones by students in the Sixth Form

- Sixth Form students may access their phones during the day at break, lunchtime and in study periods; however, they should not use their phones in corridors or public areas. Phone use should be restricted to the Sixth Form common rooms and dedicated Sixth Form study areas where clear "Phone Zone" signage is displayed.

- As in Years 7 to 11, students in the Sixth Form are responsible at all times for the security of their device and the content on it.

### Mobile phones and Teaching & Learning

- Phone use in lesson and in form time is only condoned with the expressed permission of the teacher. Students should not access their mobile phones without permission.
- At times students, across Years 7-13, may be invited to use their mobile devices during lessons or form time.
- This would only be to allow them access to teaching and learning activities or to extend their research beyond the scope of the hard-copy materials in class.
- At these times, students would be under the supervision of their subject teacher. Phones would need to be facing up on the desks in front of them with no prohibited material being accessed. Any improper use of mobile phones will result in the phone being confiscated and an infringement will be issued. The student's phone will be taken to the main office where they should collect at the end of the school day
- If a student's phone is confiscated on three separate occasions, they will receive a 30-minute detention in accordance with our infringement card policy. In addition, the student will be required to sign their phone into the main office **each morning upon arrival at school** and sign it out **at the end of the school day**. This process will be in place for a full week following the third confiscation.
- Where a student is unable to access a device, adjustments will be made to ensure inclusivity.
- If students use their own technology during lesson time, they would not be expected to use their own data, nor leave themselves without battery power for their journey home.
- Students often access electronic learning materials in the library through the use of Chromebooks and Computers. Use of mobile phones to facilitate wider study in the library is only permitted with the expressed permission of the Library staff.