



Cabot
Learning
Federation



Mobile Phone Acceptable Use Policy

Date Approved: September 2026
Approved By: Academy Council
Review Frequency: Biennial
Date of Next Review: September 2028

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
Sep 23	Whole Document	No changes made	Transferred policy onto new template
Apr 25	Whole Document	Full review	Full review
Dec 25	Whole document	Review of process	
Mar 26	Whole document	Review of process	TU request
Sep 26	Sanctions	Review of process	Sanctions update

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1 Introduction

Students and their parents/carers must read and understand the Mobile Phone Policy a condition upon which permission is given to bring mobile phones to school.

Students and their parents/carers must read and understand Acceptable Uses as a condition upon which permission is given to bring mobile phones to school.

“Mobile phone” is used throughout this document but refers to any type of digital device e.g. airpods, watches, iPads or tablets, which use the same technologies.

Tewkesbury Academy recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

Personal safety is vital, and it is the school’s responsibility to make sure that students feel safe so that they can engage in their learning and develop as responsible caring young adults.

2. Purpose

The widespread ownership of mobile phones among young people requires that school staff, teachers, students and parents/carers take steps to ensure that mobile phones are used responsibly at school. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

Tewkesbury Academy has established this policy to provide school staff, teachers, students and parents/carers with clear guidelines and instructions for the appropriate use of mobile phones on the way to and from school, during school hours and after school.

The Mobile Phone Policy also applies to students during school excursions, camps and extra-curricular activities both on the school site and off-site.

3. Responsibility

Students in Year 7-11 must not have any type of mobile phone at school, including watches, iPads, tablets, or any similar device that uses the same technologies. in school and should leave their phones and smartwatches at home.

There are exceptions for known medical conditions. There are also some reasonable adjustments made with prior consent by the Principal. Any mobile or electronic device, other than a Chromebook, that is brought into school must be switched off and kept in a school bag. (Other than when a medical condition requires a mobile phone).

If devices are seen, they will be subject to confiscation.

Parents/carers should be aware that if their child takes a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school will not accept responsibility for any loss, damage or costs incurred due to its use.

It is the responsibility of all students to ensure that they do not use or handle their mobile device until they have left the school premises. This applies during extra-curricular activities, twilight lessons and after school clubs.

Parents/carers are asked to not make direct contact with their child via text or call during school hours, unless requested to do so by a member of staff. We recognise that you may need to get an urgent message to your child during the day and remind you that in cases of emergency, reception is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently. This also applies for clubs and activities that take place after school hours.

In cases of emergency, children can contact parents by reporting to RISE at break or lunchtimes where a member of the inclusions team is on duty.

4. Acceptable Uses

In the following circumstance the use of mobile phones is permitted:

- Students who are required to use their mobile phones for a medical condition. For example, Diabetes.
- In the 6th form, students may use their mobile phones in the 6th form common room or in the 6th form study room at the discretion of 6th form staff but not in classrooms, tutor bases or whilst travelling around the school site.

5. Unacceptable Uses – a reminder for students when not in school

Using mobile phones or other electronic devices to bully or threaten other students is totally unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether 'consent' was given.

It is forbidden for students to join together to target any student, individual or member of staff; to use their mobile phone to take videos/images in order to denigrate and humiliate an individual. Sharing, sending or uploading images/videos to other students or individuals, or making them publicly available is strictly prohibited.

This also includes using mobile phones to photograph, film or audio record any student, individual or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

It is unacceptable to take a picture of a member of staff without their permission. If this happens the student will be asked and expected to delete those images. Examples might include at a school function or going home.

6. Inappropriate Conduct

Mobile phones are banned from all exams. Any student found in possession of a mobile phone during an exam will be reported to JCQ and may have their paper disqualified. Such an incident may result in all other exam papers being disqualified.

Any student who uses vulgar, derogatory, or obscene language transmitted through a mobile phone will face disciplinary action.

Academy staff may use an electronic searching device or wand if they believe that a student is concealing a mobile device

7. Sanctions

Students who infringe the rules set out in this document will have their phones confiscated by school staff. The incident will be recorded as misuse of technology.

Students will be asked to hand the item over immediately. The device will be placed securely in the Pastoral Office for the remainder of the day and can be collected at 3.05pm from the Reflection Room, unless further sanctions apply.

The following sanctions apply for misuse of technology:

First Offence

- The member of staff will confiscate the phone or smartwatch, and the device will be kept safely until the end of the school day.
- The student will return to lessons.
- A 60-minute after-school detention will be issued.

Second Offence

- The student will be sent to Reflection for the remainder of the day.
- The device will be retained and returned at the end of the day.
- A 60-minute after-school detention will be issued. (Or the following day if the incident occurs during Period 5).
- Parents/carers will receive a phone call advising that any further incident will require a parent/carer to collect the device from Reception.

Third Offence

- The student will be sent to Reflection for the remainder of the day.
- A 60-minute after-school detention will be issued. (Or the following day if the incident occurs during Period 5).
- The device will be placed in Reception and must be collected by a parent/carer.
- Persistent breaches will result in phone confiscations for longer periods and a requirement for parents to collect the phone.

Refusal to Hand Over a Device

If a student refuses to hand over a mobile phone or smartwatch when requested:

- The student will be placed in Reflection until they hand over the electronic device.
- Once the device is handed over, the sanctions above will apply, in line with the number of offences.
- If a student continues to refuse to hand over an electronic device, the issue will escalate as per the behaviour policy.

- A parent/carer meeting will be required.

The incident will be treated as a serious breach of the school's Behaviour Policy and Mobile Phone Policy.

All mobile phones/smartwatches are to be kept at home unless your child truly requires it for travel or medical purposes and it has been agreed with the school.

8. Theft or damage

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or devices if they are brought into school or for students who lose or have their mobile phones stolen while travelling to and from school.

Mobile phones that are found in the school should be handed in to an adult, Main Reception or RISE.