



**Kings Langley School**

Unlocking Potential for Life

# Mobile Phone Policy

Date Agreed – June 2026

Review Date – June 2027



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## **RATIONALE**

The implementation of our mobile phone policy will not cause any problems for the vast majority of Kings Langley students who do not use their mobile phones at all while on school site. For clarity, the school considers other devices such as smart watches, air pods/earphones, any other kind of smart device or recording device and tablets in the same way as mobile phones and as such are dealt with identically. Smart glasses are not permitted on site at all.

As a school we believe that students should be able to “switch off” from the digital world and in order to achieve this we are clear that mobile phones should not be used at all while on school site during the school day. As a school we continue to allow students to bring mobile phones to school to support safe travel to and from school each day, but they must be switched off, placed in a lockable phone pouch provided through the school by the agreed supplier (huSH) and placed out of view in their school bag before walking onto the tennis courts for line-up each morning – regardless of how early they may arrive. Non-smart phones or so called ‘brick phones’, if brought to school, must also be switched off and placed in the lockable pouch in exactly the same way.

This process of switching off from these devices will ensure students can focus on their studies without distraction and improve other types of communication and socialising within the school setting.

This policy exists to provide a framework for supporting our stated aim of striving “to ensure the happiness of every individual in our school community by providing opportunities for growth and excellence through the education of the whole person”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing “strong character”. We want students to develop an understanding of the digital world within our PSHE programme and through this we will ensure students develop good digital hygiene strategies to use in their life.

## **PURPOSE**

- To ensure that we comply with the new law regarding mobile phones in school by becoming a ‘mobile phone free environment’.
- To clarify for staff, students, and parents that the use of mobile phones on the school site or during school supervised activities can be damaging to the aims of our community and the well-being of members of that community.
- To provide precise information and clarity regarding acceptable use of mobile phones for Sixth Form students and staff also.
- To provide clear information as to the nature and imposition of appropriate sanctions, with due consideration to our behaviour and code of conduct policies.
- To foster an environment within which individuals can flourish without digital distraction.

## **CHARACTER DEVELOPMENT: COMMITMENT TO EQUALITY AND DIVERSITY**

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.



## AN INCLUSIVE SCHOOL

We are creating an inclusive school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

In an amendment to Section 36 of the Children's Wellbeing and Schools Act, it is now a mandatory legal requirement that pupils are prohibited from using or accessing mobile phones throughout the entire school day, including during breaks and lunchtimes.

This policy, which is in line with this law to eradicate the use of mobile phones in schools, has become necessary because we, in common with schools throughout Britain, have experienced problems caused by the inappropriate use of mobile phones and students unable to switch off from their device during the school day which ultimately interrupts learning.

The school is passionate about its moral structure and core values, and we believe that we have a duty to draw clear boundaries that everyone understands. Within these clear boundaries students will then be able to self-regulate around the use of mobile devices. This role extends to include helping all students to understand the social and moral issues associated with the use of technology.

Mobile Phone technology has seen unprecedented advances in recent years and the vast majority of students have access to smart phones and smart watches with immense capacity. Generally, problems associated with the inappropriate use of mobile phones fall into four categories:

- **Image Capture** – students take and then circulate inappropriate images of students or members of staff using a variety of social media. These images are often taken or shared without an individual's consent and without their knowledge. Circulation of such images can be designed to intimidate, denigrate or embarrass individuals. Similarly, students can access unacceptable images from the internet, including pornographic or violent images, and then send them on to others.
- **Bullying and intimidation** – mobile phone technology can be used to send images, text and videos with ease and unfortunately, some students use this capability to intimidate or bully other children. Such behaviour is clearly unacceptable and would be dealt with through the



school's behaviour and code of conduct procedures. "Sexting" and the sending of sexualised images would also be included in this category\*. This also encompasses serious legal infringements.

- **Using a mobile phone in class** – including messaging to friends or family, receiving calls or accessing social media sites in order to contact others. Such misuse of a mobile phone can be very distracting and disruptive for both the individual and others in the class.
- **Inappropriate contact with parents or others** – this usually occurs after an "incident". A student might contact home complaining about an incident or event in school, without seeking the school's permission and this can then trigger a sequence of events that will make the situation worse.

*\*Staff should never attempt to view images where there is any evidence or suspicion that they are of an inappropriate or sexualised nature. In such cases, the student should be asked to turn off the phone and the phone then handed to the school's Designated Safeguarding Lead, who would almost certainly refer the matter to the police.*

## **SOCIAL MEDIA**

Unfortunately, unregulated access to social media frequently leads to individuals placing themselves in vulnerable or dangerous situations. It is also apparent that individuals accessing a range of inappropriate or dangerous sites place themselves at risk of radicalisation or emotional and psychological damage which can have long term effects.

At the extreme end there are a number of aspects of law that may apply to the misuse of mobile phones and other digital devices. In the most serious cases there may be a crime involved – for example, an incident being filmed might be an assault or breach of the peace. The misuse of phones might be an offence under the Communications Act 2003, if it involves a message that is grossly offensive or is of an indecent, obscene or menacing character. As a school we ensure students are prepared for these through a well-planned and bespoke curriculum to ensure students develop both self-regulation and also good digital hygiene.

The school recognises that students' use of social media outside of school hours and off the school site is primarily the responsibility of parents. As such, inappropriate online activity that takes place outside of school may fall beyond the scope of the school's procedures and behaviour policies and may instead need to be referred to appropriate external agencies where necessary. However, where such activity has a direct impact on the wellbeing of students, relationships within the school community, or the smooth running of the school, the school reserves the right to address the matter with the students involved and apply sanctions in line with the Behaviour Management Policy.

## **CHALLENGES FOR SCHOOLS**

New technological developments combined with the ever-changing world that our young people are growing up in present new and unprecedented challenges for schools.

Our mobile phone policy aims to deal with these problems by banning the use of mobile phones on the school site. We recommend that mobile phones remain at home and are not brought into school, but if they are brought into school, they must be switched off, placed in a lockable phone pouch provided through the school by the agreed supplier (huSH), and placed out of view in their school bag before walking onto the tennis courts for line-up each morning. Phone pouches should not be kept in



pockets of clothing (including the blazer) at all. When kept on your person, even if on silent, a small vibration signalling that a notification has been received is distracting, which leads to lost learning.

Students who arrive late to school, must sign in at reception as usual, but must then turn off their phone, place it in a lockable phone pouch provided through the school by the agreed supplier (huSH), and ensure it is out of view in their school bag before entering the main building – this must be done in view of a member of reception staff. Similarly, if a student needs to leave school early for an appointment, when signing out at reception, they must use the magnetic opening device to retrieve their phone.

We are not preventing students from carrying mobile phones to and from school, as we wish to support safe travel, but mobile phones must only be used outside of the school site and outside of school time, to ensure we create a focused learning environment at Kings Langley School. Smart watches, air pods/ear phones, any other kind of smart device or recording device and tablets are treated in exactly the same way and therefore are not allowed either. Smart glasses are not permitted on site at all.

If parents need to contact their child, then they should do this by contacting the main office. They should not attempt to contact their child using their mobile phone. Similarly, if a student needs to contact their parent, they must speak to an appropriate member of staff and a landline telephone can be used. They must not attempt to contact their parent using their mobile phone.

## **STAFF**

Staff play a crucial role in shaping students' attitudes, behaviour, and values, and this begins with consistently modelling the expectations set for learners. When staff demonstrate a positive approach to policies and procedures, they provide a clear and powerful example for students to follow. This consistency helps to build a strong school culture where expectations are understood and reinforced through everyday actions, not just words. By embodying these standards, staff foster trust, promote mutual respect, and create an environment in which students feel motivated and supported to meet the same high expectations themselves.

It is therefore expected that all staff will adhere to our code of conduct concerning the use of mobile phones and only use their phones when in private areas such as offices, the staff room or vacant classrooms, out of sight of students. Staff are also permitted to use their mobile phone to pay for food in the dining hall, but must only take their phone out when they are at the front of the queue, not beforehand.

## **SIXTH FORM**

Sixth Form students are restricted to using their phones (including smart watches, air pods/earphones, any other kind of smart device or recording device and tablets) in the Sixth Form Centre only. At break and lunch times, before and after school only, students are able to use their phone for non-study related things if they choose. We do insist that the character virtues of Kings Langley school are adhered to at all times.

During study periods, inside the Sixth Form Centre only, students are permitted to use mobile phones productively e.g. exam websites, TEAMS, listening to music. But students are not permitted to play games, use social media or indulge in any other form of non-productive mobile phone use.



Any use of mobile phones, smart watches, air pods/earphones, any other kind of smart device or recording device and tablets outside of the designated Sixth Form Centre (this includes the library, dining hall, corridors, between the Sixth Form Centre and main building, registration periods and all timetabled lessons) will lead to sanction and confiscation as outlined below. As will non-study related use of a mobile phone during study periods inside the Sixth Form Centre.

Laptops are not permitted in classrooms during lessons, unless the specific lesson in question requires them – this will be at the discretion of the teacher.

Sixth Form students are permitted to use their mobile phone to pay for food in the dining hall, but must only take their phone out when they are at the front of the queue, not beforehand.

Failure to comply with these expectations will result in the consequences being applied as detailed in the table below.

## **GUIDELINES**

On balance, we strongly discourage students from bringing mobile phones to school, unless there is a strong need to have it. However, we accept that some students and parents see possession of mobile phones as an aid to personal security and safety and consequently, mobile phones are not banned but must be switched off, placed in a lockable phone pouch provided through the school by the agreed supplier (huSH), and placed out of view in their school bag before walking onto the tennis courts for line-up each morning or into the school building if arriving late.

Where a student does bring a mobile phone to school, the phone must remain locked in the pouch and inside a school bag during the school day and not be used at all on school grounds. After leaving the school building at 3.10pm, students can use the magnetic opening devices secured to the tennis courts, lampposts and sails near the front gates to unlock their phone pouch and retrieve their mobile phone. If required, students can then contact their parents. Smart watches, air pods/earphones, any other kind of smart device or recording device and tablets are also not allowed to be used until after 3:10pm outside of the school building.

If returning from a sports fixture or school trip, students can use the magnetic opening devices secured at the front of the school site or use the portable magnetic opening device held by the trip leader to unlock their phone pouch and retrieve their mobile phone. During the entirety of the sports fixture or school trip, students must adhere to the expectations outlined in this policy at all times.

Students should take appropriate steps to safeguard their belongings at all times, and the mobile phone will remain the responsibility of the student.

While the lockable phone pouch is school property, it is each student's responsibility to bring their pouch to school every day, keep it in good working condition, and lock their phone in the pouch before stepping onto the tennis courts. If a student forgets their pouch, they will be expected to leave their phone with their Pastoral Leader during morning line-up (and with their Form Tutor during wet mornings) in a named envelope ready for collection at the end of the day.

In the event that a student loses their pouch then it will be the parent's responsibility to replace this by liaising with Kings Langley School Finance Team. If a student purposely damages their lockable phone pouch, this will be considered vandalism and treated accordingly (and parents will be expected to cover the cost of replacing the pouch). Possible examples include (but this is not an exhaustive list):

- Ripped fabric



- Cuts or tears
- Bent or damaged locking mechanisms
- Signs of force (including attempts to open)

Any phone found outside of a lockable phone pouch is considered a prohibited item. The consequence for having a phone outside of a pouch will result in a sanction as outlined in the table in the ‘procedures’ section. The phone will be confiscated and returned through an escalation system, with the length of confiscation depending on how many times this behaviour has previously occurred. Please note that the school has the right to instruct students that they are not allowed to bring phones onto the school site.

As is the case with all examples of unacceptable behaviour, inappropriate use of a mobile phone will lead to the application of proportionate sanctions in line with our Behaviour Management Policy. All breaches of good conduct are considered on an individual basis taking into account the nature of the offence, its context and the prior behaviour history of the student concerned. The Headteacher or other members of the Senior Leadership Team will retain discretion in the application of sanctions depending on the nature of the individual situation. The procedures section below outlines responses to many common situations of inappropriate use of mobile phones but is not an exhaustive list.

In the case of Sixth Form Students, the procedures will apply outside of the Sixth Form Centre at all times of the day and inside the Sixth Form Centre during study periods if they are seen indulging in non-study related use.

Pre-planned exceptions will be permitted for students and staff with diagnosed medical needs requiring the use of a mobile phone/device. In these instances, the parents must notify the relevant member of staff (Form Tutor, Pastoral Leader, Medical Team) and staff members must notify their line manager. These students must use a Velcro pouch (which isn’t locked) provided through the school by the agreed supplier (huSH), to secure their phone so they can access it when required. However, when not in use, the pouch must be out of sight in the bottom of their school bag.

## PROCEDURES

In all cases where a phone is confiscated a Red Card will be issued by the teacher who confiscates the phone and this will be logged on Class Charts.

Possible Situations	Response – including sanctions
<p>A student has a mobile phone that isn’t secured in a pouch and zipped up in their school bag (it is in view).</p>	<p>The member of staff will confiscate the phone and hand it to the school office where only the parent of the student can collect it at the end of the day. The member of staff will log this on Class Charts so that parents are informed and the correct sanction is applied.</p> <p><b>30-minute detention if the phone is handed over to staff</b></p> <p><b>60-minute detention for refusal to hand over phone and a senior member of staff will be called to address the situation*</b></p> <p>If this happens to a student more than once, the ‘escalation system’ outlined in the box below will come into effect.</p>
<p><b>Escalation System</b> A student has a mobile phone that isn’t secured in</p>	<p><b>1<sup>st</sup> time:</b></p>



<p>a pouch and zipped up in their school bag (it is in view) <b>on more than one occasion.</b></p>	<p>Phone confiscated. Parent must collect from reception at the end of the day by 16:15. Red Card Detention issued (30 minute detention).</p> <p><b>2<sup>nd</sup> time:</b> Phone confiscated. Parent must collect from reception at the end of the day by 16:15. Red Card Detention issued (1 hour detention).</p> <p><b>3<sup>rd</sup> time:</b> Phone confiscated for 1 week. Parent must collect from a member of SLT after school by 16:15. Red Card Detention issued (2 x 1 hour detention).</p> <p><b>4<sup>th</sup> time:</b> Phone confiscated for 3 weeks. Parent must collect from a member of SLT after school by 16:15. Day in Inclusion.</p> <p><b>5<sup>th</sup> time:</b> Phone confiscated for a half-term (6-8 weeks). Parent must collect from a Deputy Headteacher after school by 16:15. A Mobile Phone Ban will be issued (meaning the student will not be allowed to bring a mobile phone onto the school site). A Fixed Term Suspension issued.</p>
<p>A student's phone rings during a lesson, or they receive a notification that is evident (the phone pings or buzzes).</p>	<p>The member of staff will confiscate the phone and hand it to the school office where only the parent of the student can collect it at the end of the day by 16:15. The member of staff will log this on Class Charts so that parents are informed and the correct sanction is applied.</p> <p><b>30-minute detention if the phone is handed over to staff</b></p> <p><b>60-minute detention for refusal to hand over phone and a senior member of staff will be called to address the situation*</b></p>
<p>A phone located on the student, even secured in a magnetic pouch (instead of being out of sight in the student's school bag).</p>	<p>The member of staff will confiscate the phone and hand it to the school office where only the parent of the student can collect it at the end of the day by 16:15. The member of staff will log this on Class Charts so that parents are informed and the correct sanction is applied.</p> <p><b>30-minute detention if the phone is handed over to staff</b></p> <p><b>60-minute detention for refusal to hand over phone and a senior member of staff will be called to address the situation*</b></p>
<p>Without authorisation, a student uses the phone to communicate with a parent or other person in response to an incident at school</p>	<p>The member of staff will confiscate the phone and hand it to the school office where only the parent of the student can collect it at the end of the day by 16:15. The member of staff will log this on Class Charts so that parents are informed and the correct sanction is applied.</p> <p><b>60-minute detention / day in Inclusion</b></p>



	<p>In addition, the student will have to hand their phone to their Pastoral Leader every day for a minimum of 4 weeks, but this may be longer at the discretion of the Headteacher.</p>
<p>Inappropriate messages are sent during school hours or activities (including messages of a threatening or bullying nature).</p>	<p>The context and nature of the messages sent will be crucial in determining the severity of the response. For example, if the messaging is repeated behaviour or part of a wider bullying campaign, the level of sanctions will be much higher than for a one-off occurrence and are likely to include <b>internal or external suspension</b> (refer to anti bullying and behaviour policies).</p> <p>In addition, the student will have to hand their phone to their Pastoral Leader every day for a minimum of 4 weeks, but this may be longer at the discretion of the Headteacher.</p>
<p>A student records images of a fight or other altercation between students. Similarly, indecent images of students are recorded without permission (and may or may not be shared) with the intention of causing ridicule or intimidation – which is against the law.</p>	<p>The student will face a <b>fixed term suspension</b> of up to five days and parents will be asked to attend school to discuss methods of preventing further misuse and to collect the phone following confiscation. The student will hand their phone to their pastoral leader every day for a minimum of 6 weeks, but this may be longer at the discretion of the Headteacher. Should it be discovered that the student has posted or shared such images/video clips or has transferred them to other devices they would face a longer suspension and under some circumstances, <b>permanent exclusion</b>. The Designated Safeguarding Lead would also refer the matter to the Police.</p>
<p>A student records an unauthorised picture or video clip of a teacher or other member of staff.</p>	<p>The student will face a <b>fixed term suspension</b> of up to five days and parents will be asked to attend school to discuss methods of preventing further misuse and to collect the phone following confiscation. The student will hand their phone to their pastoral leader every day for a minimum of 6 weeks, but this may be longer at the discretion of the Headteacher. Should it be discovered that the student has posted or shared such images/video clips or has transferred them to other devices they would face a longer suspension and under some circumstances, <b>permanent exclusion</b>.</p> <p>For example, the action was investigated and considered to be repeated or malicious or that such images/clips were damaging to the good reputation or professional standing of the individual teacher and/or Kings Langley School. It should be noted that the member of staff concerned might take further independent action, perhaps following consultation with their professional association and/or the police.</p>

*\*If a student refuses to hand their phone to the member of staff requesting it, a senior member of staff will be called. They will escort the student to a location away from other students, remind them of our school policy on mobile phones, will confiscate the phone and issue a 60-minute detention.*



*If the student continues to refuse to hand over their phone, they will remain in 'inclusion' or with a senior member of staff, parents will be contacted, their phone will be handed in the following day, and the detention will be served.*

*Regular refusal to abide by the mobile phone policy will lead to suspension from school and the student will hand their phone to their Pastoral Leader/member of SLT every day for a minimum of 6 weeks, but this may be longer at the discretion of the Headteacher.*

In relation to confiscating mobile phones as outlined above, under the Education and Inspections Act 2006, staff have the power to confiscate and retain student property, including phones, if deemed reasonable and lawful. New 2026 guidance reinforces that schools should be "phone-free by default". This includes keeping the phone overnight.

If confiscated, only the parent of the student in question is able to collect the phone from reception after school that day and by 16:15. If a parent is unable to collect the phone, it will be locked away securely until which time the parent is able to collect it.

Refusing to hand the phone over or refusal of a search will lead to sanction as outlined above. The phone will then need to be handed over subsequently (possibly during a meeting with parents) to school staff and kept for the relevant time frame as referenced above.

Please note that the lockable phone pouch will be expected to be returned to the school upon permanently leaving Kings Langley School as it is school property. Failure to carry this out will result in privileges being removed such as non-admittance to the Year 11 prom and repaying the cost of the pouch.