



FULHAM CROSS ACADEMY TRUST

Mobile Phone Procedure/Guidance

All Policies refer to the application of the Fulham Cross Girls' School / Fulham Cross Academy Vision Statement which is:

Fulham Cross Academy Trust is driven by a passion to see the young people who arrive through our doors succeed. We are committed to providing a high quality, forward-thinking education for our students – equipping them with the tools to flourish beyond our walls.

We aim to instil compassion, empathy and respect in all our students, whilst also fostering a love for learning. At the end of their Fulham Cross journey, students will be confident and creative individuals with an unshakeable sense of self-worth who have gained the confidence and skills to reach their full potential in life.

We are an open, diverse and inclusive community where all students reach the heights of aspiration through nurturing self-confidence, belief and becoming a global citizen.

Person Responsible	Deputy Headteacher
Review Frequency	Annually
Statutory Policy	Yes/No
Policy First Issued	April 2018
Last Reviewed	July 2025
Agreed by SLT	June 2019
Does this policy need to be ratified by Governors?	no
Ratified by Governors on	N/a
Link Governor if applicable	
This policy is communicated by the following means	Google Drive/Website

Rationale

Mobile phones and other personal devices such as tablets, smartwatches, e-readers, electronic dictionaries, digital cameras and laptops are commonplace in today's society. They can be a valuable tool to aid learning. Mobile phones and personal devices can be used to communicate in various ways; messaging, cameras, voice recording and internet access are now all common features of the vast majority of mobile devices.

Unfortunately, mobile phones and personal devices can present several problems when misused, including:

- They can undermine classroom discipline and disrupt the learning
- They are valuable items that may be stolen or damaged
- Their use can render children or staff subject to online (cyber) bullying
- Internet access on phones and personal devices can allow children to bypass security settings and filtering which are in place on the school system
- Misuse of mobile phones and devices with integrated cameras and other recording functions can lead to child protection issues, sexting, bullying, and data protection issues concerning inappropriate capture, use, or distribution of children or staff (see Child Protection Policy and Anti-Bullying Policy).

Therefore, there is a need to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning and ensure the safety and well-being of all students.

Expectations for Safe Use of Personal Devices and Mobile Phones

- Electronic devices of all kinds that are brought into school are the owner's responsibility at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school take responsibility for any adverse health effects caused by any such devices, either potential or actual.
- Mobile phones and personal devices are not permitted to be seen or used on the school site at any point during the school day
- Mobile phones are expected to be switched off and out of sight at all times from the moment a student arrives on the school site. Mobile phones may be switched back on when students are outside of the school gates at the end of the school day
- All school community members are advised to use passwords/PIN numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and PIN numbers should be kept confidential. Mobile phones and personal devices should not be shared
- All members of the school community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school's policies
- School mobile phones and devices must always be used by staff and students following the school's Acceptable Use Policy.

Student Use of Personal Devices and Mobile Phones

- Mobile phones and personal devices will be switched off around school from when students arrive at the school gate until they leave the premises
- If students are unwell, they should report to the school office to contact parents and record if a student needs to go home. Students should not contact home themselves to arrange to go home. This is very important for safeguarding reasons and ensures the safety of all our students
- Parents/Carers are advised not to contact their child during the school day, but if an emergency arises during these hours' parents should contact the school office
- The camera function (available on most mobile phones) must not be used as it does not comply with the guidelines of this policy, and use of the camera may breach the use of images legislation as well as an individual's right not to be photographed or filmed
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in the safe and appropriate use of mobile phones/personal devices and will be made aware of boundaries and consequences of improper use at their admission interview
- Mobile phones and personal communication devices must not be taken into examinations. Students found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This will result in the student's withdrawal from either that examination or all examinations
- School staff may confiscate a student's mobile phone or device if they believe it is being used to contravene the school's behaviour or anti-bullying policy. If the device is suspected of containing inappropriate or malicious content, it may be searched by a senior leadership team member or a designated staff member. If the student refuses to comply (e.g., providing access), the device will be confiscated, and parents/carers will be required to come into school to provide access, or in cases where criminal or harmful material are suspected, the device will be handed over to the police for further investigation.' (See DFE Guidance Searching, screening and confiscation and on Page 9 within this policy)

Cyberbullying through Mobile Devices/Internet

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007

Young people, school staff, parents and carers must understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse.

- Cyberbullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying
- Cyberbullying education will form part of students' e-safety lessons, assemblies and PSHEE lessons
- There will be procedures put in place to support anyone affected by cyberbullying
- The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses
- Sanctions for those involved in cyberbullying will follow the school Anti Bullying and Behaviour for Learning policy
- The student displaying cyberbullying behaviour will be asked to remove any material deemed to be inappropriate or offensive
- A service provider may be contacted to remove content
- Internet access for the user may be suspended at school for the user for a period of time

- Parent/carers will be informed
- The Police will be contacted if a criminal offence is suspected.

Social Media

Fulham Cross Academy Trust understands that many students use social media as a platform to communicate with their friends. While the school takes every opportunity to educate students about the safer use of the internet/social media, it is also imperative that parents monitor their child's use of social media as students are not permitted to use social media in school. The following guidelines are offered to assist families:

- Social media access should be age-appropriate, and students should be of the correct age to use the site (Instagram/Snapchat/Tik-Tok/Facebook = 13 yrs old, WhatsApp 16 yrs old, YouTube = 18 yrs old or 13+ with parental permission – these are subject to change)
- Social media is a permanent record of images and comments made that cannot be erased. Users need to remember this when posting online
- Images and comments become the possession of the app/website once posted, and the user waives their rights over them and the ability to have them removed
- Social media comments cause the majority of altercations in school, and students will be asked to provide evidence of what was posted to the school and possibly the police should an incident occur
- Students are not permitted to record material in school and post it on social media
- It is the parents'/carers' responsibility to monitor their child's use of social media and ensure that they are using the sites responsibly. The school accepts no responsibility for what students post on their social media accounts.

Educational Visits

- We recognise that mobile phones can be useful on educational visits; if students are on a trip, the trip leader will decide when it is appropriate for students to use their mobile phones to capture relevant images of the experience
- Students will not be permitted to use their mobile device on transport to and from an educational trip for health and safety reasons
- The school accepts no responsibility for replacing mobile phones lost, stolen or damaged while on school premises or educational visits.

Student Mental Health

A large amount of research has been put into the impact of mobile devices/social media on students' mental health. It is widely accepted that the overuse of mobile devices/social media can have a malicious and harmful impact on self-esteem, body image and the ability to relax. The following are offered as guidelines for parents to support them in minimising this potentially damaging situation:

- Have an agreed amount of 'screen time' which allows a young person to communicate with their peers but also time to pursue other interests
- Where possible, provide a laptop/tablet without social media access on them for homework use
- Turn off mobile devices at least 45 minutes before going to sleep at night

- Do not have the mobile device next to the bed – use a different device as an alarm and place the mobile device outside of the room
- Monitor the child's use of social media and ensure that sites that they are using are age-appropriate
- Monitor the comments and images posted and ensure that the family are happy with the content being shared

Sanctions for Improper Use of Mobile Phones/Devices in School

Fulham Cross Academy Trust is transparent with all students and families at admissions interviews about our stance on mobile phones. It is made clear in the Home/School Agreement that mobile phones need to be switched off and out of sight in school. Students can use the school office phone to speak to their families during the school day. The following is offered as guidelines for any student found disregarding the school's rules on mobile phones:

- If a student has their phone out in school, it will be confiscated by a member of staff and placed in the School Reception, where it can be collected 24hrs later by a parent
- If the phone is confiscated on a Friday, it can be collected from the Monday of the following week
- If the phone is confiscated before a holiday, it may be possible to collect it the next day from a member of administrative staff if they are available
- If a student refuses to hand over their mobile phone when caught using it, they will be sanctioned accordingly for defiance. The school takes defiance very seriously, and it usually results in an internal suspension.
- If a student persistently ignores the mobile phone procedure, they may be suspended from school for defiance and/or be expected to hand over their phone each morning and collect it each afternoon
- The school retains the right to monitor the use of mobile phones if a student is suspected of possessing content that might place themselves or another child in danger or content that would be considered inappropriate (This is in line with the DFE's guidelines for schools outlined below)

Appendix 1: [Searching, Screening and Confiscation Advice for schools](#)