



Learner Mobile Phone Policy

Policy written:	June 2025
Policy review date:	June 2026
Signed by Director:	<i>E. Barnett</i>

The policy will be reviewed annually as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by directors	Date implemented

1. Purpose

This Mobile Phone Policy supports the Phoenix ND Education Behaviour Policy and reflects our commitment to fostering a safe, respectful, and inclusive learning environment. As mobile phones are now a common part of young people's lives, it is essential that learners, staff, parents, and carers understand the expectations around their use in our settings.

We recognise the powerful potential of smartphones as educational tools in the 21st century. However, to ensure that they are used responsibly and safely, this policy outlines clear guidance on acceptable use, safeguarding concerns, and the responsibilities of all parties.

This policy applies to all learners at Phoenix ND Education Ltd, including during off-site activities such as trips, enrichment sessions, and camps.

2. Rationale

At Phoenix ND Education, we understand that many parents and carers provide mobile phones to their children for safety and communication. We also acknowledge the broad range of functions that smartphones offer, many of which can be creatively and meaningfully integrated into learning.

While we support the use of mobile phones as learning tools when appropriate, we prioritise learner welfare and educational focus. In emergencies, parents and carers must contact the centre directly through the teaching staff or Provision Manager, who will ensure swift and appropriate communication.

3. Responsibilities

Learners who bring a mobile phone onto Phoenix ND Education premises do so with the understanding that they must follow the expectations set out in this policy.

- The responsibility for providing and monitoring mobile phone use lies with parents/carers.
- Parents/carers must be aware that, while we take reasonable precautions, Phoenix ND Education cannot accept liability for lost, damaged, or stolen devices.
- Learners must not share devices or passwords and should take measures to protect their devices (e.g., password protection, keeping devices secure and out of sight).

4. Acceptable Use

- Mobile phones and earphones must be **switched off or set to silent (without vibration)** and kept out of sight throughout the school day unless directed otherwise by staff.
- Learners may only use their phones in class with **explicit staff permission** and **only** as part of a clearly defined learning activity.
- In certain learning contexts, staff may allow learners to use soundless features or listen to music to aid concentration or regulation, but this is at the discretion of the teaching staff.
- Use of phones during break or lunch times may be permitted in designated areas and under staff supervision, depending on site-specific arrangements.

5. Unacceptable Use

Unacceptable uses of mobile phones include, but are not limited to:

- Making calls, sending messages, using social media, or browsing the internet without permission.
- Using phones in a way that disrupts learning (e.g. playing audio, receiving calls or notifications).
- Taking photos or videos of other learners or staff without explicit consent.
- Using phones to bully, threaten, or harass others, including the sharing of harmful or inappropriate content.
- Attempting to cheat during assessments or exams using a mobile device.
- Using mobile phones in bathrooms or changing areas under any circumstances.

Confiscation and Sanctions

If a learner is found to be using a mobile phone inappropriately, staff may confiscate the device and apply sanctions as outlined in the Behaviour Policy. Repeated misuse may result in more serious consequences, including parental involvement and restrictions on bringing a device onto site.

6. Theft, Damage, and Device Security

- Devices should be clearly labelled with the learner's name or another identifiable mark.
- Learners must take care to keep devices secure at all times and avoid displaying them publicly.
- Passwords or PIN codes should be used and never shared.
- Phoenix ND Education Ltd does **not accept responsibility** for loss, theft, or damage unless caused by proven staff negligence.

Parents and learners are reminded that phones reported lost or stolen in the UK can be blocked across all networks, rendering them unusable.

7. Safeguarding and Inappropriate Conduct

Phoenix ND Education takes any misuse of mobile phones very seriously, particularly where it may impact the safety or wellbeing of learners. The following conduct is strictly prohibited and will result in immediate intervention:

- Cyberbullying or harassment via phone.
- Sharing, possessing, or distributing indecent or harmful images.
- Filming or photographing others without consent.
- Using phones to menace, intimidate, or offend others.
- Engaging in or encouraging illegal activity via phone or messaging platforms.

Where necessary, such matters may be escalated to external safeguarding agencies or law enforcement.

8. Monitoring and Review

All staff are responsible for upholding and monitoring adherence to this policy. The policy will be reviewed annually by the Senior Leadership Team, with input from site managers and staff, to ensure it remains effective, current, and aligned with safeguarding best practice.



Mobile Phone Rules at Phoenix ND Education

**Let's use phones safely,
kindly and smartly!**



When you **can use your phone:**

- Only when a teacher says it's okay (like during a lesson or activity or break and lunch time).
- To help with learning, if it's part of a task.
- To listen to music – only if your teacher allows it.



When you **can't use your phone:**

- During lessons, unless told otherwise.
- To make calls, text, or go on social media.
- To take photos or videos of others.
- To share unkind messages or anything rude.
- To play music or make noise.

Keep your phone off or on silent (no vibration!) and out of sight.



Keeping your phone safe:

- Label it with your name.
- Keep it in your bag or pocket.
- Use a PIN or password.
- Don't lend it or share your password.

If something's wrong –
talk to a staff member,
not your phone. They'll
help you contact home if
needed.



Serious No-No's

- Bullying or being unkind online.
- Taking or sharing photos or videos of others without permission.
- Sharing anything rude, dangerous, or illegal.



Let's keep Phoenix a safe, respectful place to learn.
Be smart. Be kind. Use your phone the right way.

