



Mobile Phone and Smart Watch Policy

Policy Date: September 2024

Review Date: September 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	
V2			Sep 25	M Sethi	Made changes to staff wearing smart watches

Aims:

Mobile phones, smartwatches and other devices are now a feature of modern society. They are becoming an increasingly prominent part of young people's lives.

The aims of this policy are:

- to educate pupils in the responsible and appropriate use of mobile phone technology;
- to safeguard and promote the welfare of pupils by preventing 'cyberbullying' (see definitions);
- to help pupils take responsibility for their own e-safety (see definitions);
- to ensure mobiles/personal devices are used responsibly, according to the Academy's policies.

Definitions:

Cyberbullying is the deliberate use of information and communication technology (ICT), particularly mobile phones and the internet, to upset someone.

E-safety means limiting the risks that pupils are exposed to when using technology, so that all technologies are used safely, appropriately and securely.

Education: As part of the PSHE curriculum and embedded in the Academy curriculum, pupils across all year groups, will be educated in the responsible use of technology in an age-appropriate manner. Pupils will be made aware of the boundaries and consequences of misuse of technology.

Policy:

Smartwatches: No pupil is permitted to wear a smartwatch at Lumen Academy. Staff may wear smart watches, but they must not be connected to their personal mobile phones while at work.

Mobile phones: Mobile phones are not allowed within the academy. Pupils have to submit them at the reception and can be collected at the end of the day when they leave the academy or for Post 16 pupils, they can be collected during break time, only if they are leaving the academy for lunch.

Pupils are made aware of the following rules and boundaries:

- Pupils are required to submit their mobile phones at 9:00 am.
 - Phones, which must be turned off, should be brought to the reception, where they will be stored during the day.
 - Each pupil must take full responsibility for his or her phone by protecting it with a PIN (Personal Identification Number). This number, known only to the pupil, will prevent others from using the device without the owner's permission. The only exception to this is when a device forms part of an approved and directed curriculum-based activity, with the consent, and under the supervision, of a member of staff.
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- Pupils are then allowed to use mobile phones at 2:30 pm (once the school day has finished, primarily to check on travel arrangements.)

The aim is to encourage independence and a sense of responsibility.

- Pupils must not take mobile phones into changing rooms or toilets.
- Pupils will not be allowed to take any mobile phones into exams..

School Trips:

Mobile phones are permitted on trips. Parents will be notified, in writing, by the respective trip leader, and pupils will be expected to follow the Academy's 'Mobile Phone Agreement.' Pupils are not permitted to bring smartwatches on school trips.

Rules and Sanctions:

All pupils are expected to use mobile phones responsibly and to adhere to the terms and conditions as set out in this agreement. Pupils who fail to comply will be sanctioned accordingly. Smartwatches brought to Academy without permission, will be confiscated immediately and returned only to a parent, guardian or carer.

Pupils are forbidden to use mobile phones within Academy hours for any purpose, including texting, phoning, taking still or moving images, checking the time, using Bluetooth, using them as calculators, or surfing the internet. Any pupil caught using a mobile phone during learning time will have their phone confiscated. The phone will only be returned to a parent, guardian or carer. Repeated offences of this nature will result in longer confiscation periods.

Mobile phones must never be used in any context that may cause embarrassment or discomfort to others. If any pupil is found guilty of sending abusive or inappropriate messages/content via a mobile phone, or any other type of mobile device, the DSL

and the principal will decide on appropriate disciplinary action.

Any device found to include content which may be considered offensive, derogatory or would otherwise contravene the Academy conduct or child protection policies, will be confiscated with immediate effect. Such content includes anything that would be deemed age-inappropriate (e.g. pictures, music or games). The DSL and the principal will decide on appropriate disciplinary action. If a pupil is discovered to have taken photographs or video footage with a device of either other pupils or teachers, this will be regarded as a serious offence. The device will be confiscated with immediate effect and the DSL and the principal will decide on appropriate disciplinary action. If the material is of illegal content or a criminal offence has been committed, the police will be contacted for further investigation.

Procedures:

Pupils' mobile phones/personal devices may be searched by a computing technician, under the supervision of a member of the SMT. The search will be carried out in the presence of the pupil and, where appropriate, a parent/guardian/carer. Content may be deleted or requested to be deleted if deemed to contravene Academy policies. The Academy will keep a record of the device search. Searches of mobile phones/personal devices will only be carried out in accordance with the Academy's policy.

www.gov.uk/government/publications/searching-screening-andconfiscation .We strongly recommend that parents contact the Internet Service Provider of their child's devices to discuss blocking access to inappropriate websites. We also advise that parents sign up to the National Online Safety website. Lumen Academy does not accept any responsibility for the theft, loss of, or damage to, mobile phones or any devices brought into the Academy.

Reviewed By:

Summer Clark

September 2026

Next Review Date:

September 2027

Approved by Director:

1st September 2026

Signed:

A handwritten signature in black ink, appearing to be 'Monika Sethi', written in a cursive style.

Monika Sethi

Principal and Director