

Mobile Phones and Devices Policy for Pupils



Lancing College

1 Policy Statement

- 1.1 Lancing College is committed to doing all it can to keep pupils safe, including whenever they are online. The school is committed to making full and innovative use of electronic communication and technological developments. This policy is written to align with Government guidance [Mobile Phones in Schools \(February 2024\)](#) which recognises that the use of mobile phones in schools can lead to distractions, disruptions and increase the risk of online bullying. This Policy seeks to outline steps taken by Lancing College to reduce and control risks associated with the use of mobile phones in school and to give due consideration to a cohort of pupils which spans 13-18 year olds and Boarders as well as Day pupils.
- 1.2 This policy makes little change to provision already in place for pupils in the Third to Fifth Forms but does bring about changes at Sixth Form level in seeking to limit the visibility and public use of mobile phones during the core school day.
- 1.3 This policy should be read in conjunction with the school's [Behaviour and Discipline Policy](#), [Acceptable Use Policies](#), the [Child Protection \(Safeguarding\) Policy](#), the [Taking & Storing Images of Children Policy](#) and [E-Safety Guidelines](#).

2 Responsibilities

- 2.1 The Head Master has ultimate responsibility for this policy. Its immediate oversight lies with the Senior Deputy Head, Director of IT and Assistant Head, Pastoral.

3 Use of mobile phones and other devices* at Lancing College

- 3.1 *Where 'mobile phones' are referred to hereafter, this includes personal electronic devices with the same / overlapping functions (e.g. 'smart watches').
- 3.2 Mobile phones and other personal communication devices are permitted at Lancing College, within the limits iterated in this policy, and it is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this policy.

4 Context

- 4.1 Lancing College is a co-educational boarding and day school for pupils aged 13-18. As a school we have a duty to create an environment that is calm, safe and free from distractions, enabling all pupils to learn and thrive.
- 4.2 We recognise [ref. [Mobile Phones in Schools \(February 2024\)](#)] that in 2024 in the UK 97% of pupils own a mobile phone by the age of 12.
- 4.3 As a boarding school we recognise that this is a home as well as an educational environment for many of our pupils, and that many of our pupils have families living in different countries and indeed different time zones.
- 4.4 Our Day pupils travel between the College and home daily, many doing so on public transport.
- 4.5 Our younger Boarding pupils share working space and pitts and all our Day pupils share working space: the management of distraction and disruption to others is important.

- 4.6 We recognise that the behaviour modelled by older pupils will impact on younger pupils.
- 4.7 We recognise the importance of staff modelling good practice.
- 4.8 We seek to work in partnership with parents.
- 4.9 We seek to educate in its broadest sense, thus to enable increasing responsibility and agency as our pupils go up the school.

5 Rules governing the use of mobile phones for all pupils

5.1 Pupils *must*:

- 5.1.1 Ensure that the details of their phone and its number are lodged with their Housemaster or Housemistress (HMM). They must only have one phone.
- 5.1.2 Abide by the school rules regarding the use of mobile phones and other personal communications (school rule no. 12, [Use of Technology](#)).
- 5.1.3 Ensure that at all times when on the school site any access to the internet from a mobile phone is via the Lancing Wifi and not through a 3G/4G/5G network.

6 Access to phones during the formal school day (08:15 – 17:50)

- 6.1 Those in the **Third Form to Fifth Form** must hand their mobile phone in to their HMM/Matron before the 08:15 roll call and may not access it until the 17:50 roll call.
- 6.2 Those in the **Sixth Form** may retain their phone but it must not be used or seen during lessons; it must be switched to silent mode and it must not be seen in spaces other than solely for Sixth Form use between 08:15 and 17:50 (e.g. phones can be used in the Sixth Form Centre or a student's pith, but not in the Dining Hall or in the Quads or walking about the site.)
- 6.3 **Teaching staff** are required to refrain from public use of phones during the school day except in situations where this is actively required by their role or for the better performance of their duties

7 Access to phones when in school during the non-lesson week (ie: evenings, Saturday afternoons, Sundays)

- 7.1 This access is determined by year group and by evening roll call and bed times; All pupils may have their phones from arriving in school in the morning/getting up (07:00 onwards) until the 08:15 registration. Variations thereafter pertain by year group:
 - 7.1.1 The **Third Form** can keep their phones from 17:55 to 21:00 Monday to Friday; from 12:30 to 21:30 on Saturday and from 11:30 to 21:00 on Sunday when in school during term time;
 - 7.1.2 The **Fourth Form** can keep their phones from 17:55 until 21:30 Monday to Friday; from 12:30 onwards and overnight on Saturday and until 21:00 on Sunday when in school during term time;

7.1.3 The **Fifth Form** can keep their phones from 17:55 until 22:00 Monday to Friday; from 12:30 onwards and overnight on Saturday and until 21:00 on Sunday when in school during term time;.

7.1.4 The **Sixth Form** may retain their phones across the course of the week, but during the formal part of the school day these must not be used or seen except when working in a Sixth Form only space.

8 For all pupils the following rules and requirements for the safety, security and comfort are in place: Pupils *must not*:

8.1 Use mobile phones to make calls, send messages, browse the internet, take photos or use any other application during lesson time, in the Library, in Chapel or during other educational activities, such as Evening School or Clinics.

8.2 Use mobile phones in changing rooms, toilets, the swimming pool or other similar areas.

8.3 Use mobile phones to bully, threaten or humiliate other pupils. This is contrary to the school's [Anti-Bullying Policy](#) and in some cases can constitute criminal behaviour. The use of technology to humiliate, embarrass or causes offence is unacceptable, regardless of whether consent was initially given.

8.4 Use mobile phones to make, store, share or publish recordings of pupils or staff (still or moving images or audio or recordings of any other kind) without their prior and full consent. If this happens the device will be confiscated and, as appropriate, searched and the pupil will be required to delete the recording immediately.

8.5 Use mobile phones to cause distraction or upset at any time

8.6 Use any sort of VPN or any other method to circumvent the school's network security, filtering or monitoring. Mobile phones can be checked by a member of staff to ascertain whether or not a VPN is present.

8.7 Use of a mobile phone or 4/5G modem or dongle as a wifi hotspot to circumvent the school's network security, filtering or monitoring.

9 Storage, Theft or Damage

9.1 Arrangements will be made for the secure storage of mobile phones in Houses over the school day and (for Boarders) overnight. This will also have regard to means of charging phones.

9.2 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. However if a pupil would like to get their phone repaired or replaced and has permission of their parents for the cost to be added to their termly bill, then the IT department can arrange the repair or replacement.

9.3 Mobile phones that are found in the school and whose owner cannot be located should be handed in to the IT Department so they can try to trace the owner.

9.4 Pupils are required to use passwords/pin numbers/ biometric security to ensure that unauthorised access to their mobile phone cannot occur.

10 Inappropriate Conduct

- 10.1 Mobile phones and other devices enabled with similar functions (e.g. 'smart' watches/bracelets/ rings) are banned from all examinations. Pupils must leave phones in Houses/ hand phones to invigilators before entering an exam room. Any pupil found in possession of a mobile phone during an examination will have the paper disqualified. Such an incident may result in all other exam papers being disqualified.
- 10.2 Pupils must ensure that communication made via their phone or files stored on their mobile phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, the taking, storing or sending/ distribution of personal sexual imagery or messages, is also a criminal offence if done by, to, or of someone under the age of 18.

11 Sanctions

- 11.1 A range of sanctions may be put in place for those who fail to abide by the rules of this policy: these range from confiscation for a period of time; the removal of the privileges pertaining to a year group; to the other disciplinary sanctions available to the school. [see [Behaviour and Discipline Policy](#)] Mobile misuse should be flagged on iSAMS by teaching staff. The following provides a guide to escalating responses, with all subject to the adaptations and adjustments subsequently described. A significant breach of the rules even on a first occasion would occasion a level 4 or 5 sanction:
- *Level 1* (first offence): Verbal warning and restating of expectations around use of mobile devices
 - *Level 2* Confiscation for 24 hours as a period of reflection in which the student writes an A4 page on the issues caused by misuse of mobile devices
 - *Level 3* Confiscation for 72 hours, the student placed in Formal Detention. Discussion between parent and HMM to highlight problem and consequences of further breaches;
 - *Level 4* Confiscation for a week and the pupil liable for further sanction. HM Detention and discussion between parent and Assistant Head (Pastoral)
 - *Level 5* A meeting with the Head Master; the possibility of a period of suspension and the removal of the pupils' permission to use a smart device in school.
- 11.2 The school may, in law, confiscate and search any mobile phone where there is reasonable grounds to suspect it has been used to commit an offence or contains material which could cause personal injury to any person (including the pupil owning it.)
<https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- 11.3 In any situation where a sanction is imposed the school will consider proportionality, the circumstances of the case, and any special circumstances relevant to its imposition.

12 Adaptations and reasonable adjustments

- 12.1 The above will be guided by due regard for individual and year group circumstances. For instance, a pupil in Third to Fifth Form with family in a different time zone may be given access to their phone at agreed times in the formal school day to enable contact; the Fifth Form may, once they have entered exam leave, be permitted to retain phones overnight; a member of the Sixth Form who cannot regulate their phone use may be required to hand their phone in nightly.

- 12.2 Schools have a duty under the Equality Act 2010 to take such steps as is reasonable to avoid substantial disadvantage to a disabled pupil caused by the school's policies or practices. There may be cases where enabling a pupil access to their phone during the day will be considered a reasonable and right adjustment.

13 Residential or day trips

- 13.1 The school will determine how it wishes to manage the use of mobile phones for trips and visits or at away matches when being collected by parents, on a case-by-case basis. Pupils are required to adhere to the requirements put in place on their behalf.

14 Working with parents

We recognise that in order to help our pupils self-regulate and to manage their access to devices, it is divisive if the arrangements put in place for Boarders, where the College seeks to operate as a reasonable parent, are not matched by the provision put in place for Day pupils for access to their phones in their out of school time during term time. We hope to work with parents, therefore, so that in-and beyond-school structures of access to pupils, as far as possible, parallel the arrangements put in place by the school.

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