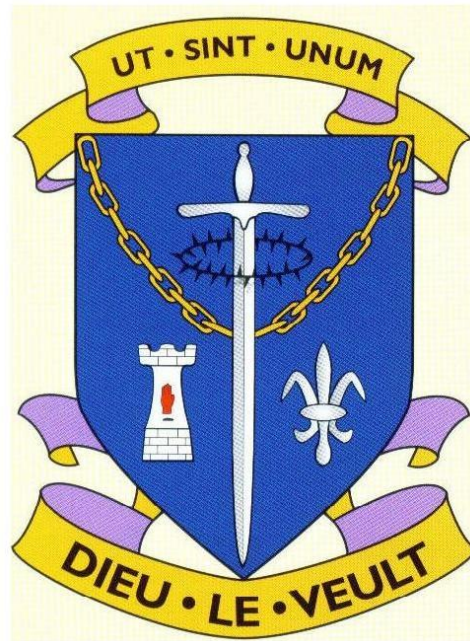


St Louis Grammar School Kilkeel



Mobile Phone Policy

Date of Policy: September 2015

Last Reviewed: August 2025

Next Review: August 2026

Reviewed by: Mr E McGlue

Phones and other digital or electronic storage devices must not be used for any purpose (e.g. phoning, texting, listening to or downloading music, surfing the internet, taking photos, taking videos, transferring images or data files etc.) between the hours of 8.30 am and 3.20pm.

Phones and other devices must always be switched off (not on silent mode) and kept out of view.

- Phones and other digital or electronic storage devices must not be used for any purpose (e.g. phoning, texting, listening to or downloading music, surfing the internet, taking photos, taking videos, transferring images or data files etc.) between the hours of 8.45am and 3.30 pm. As a privilege Yr 13 and 14 may listen to music in the Study Room only using ear phones;
- If a pupil breaches these rules the device will be confiscated by the member of staff who has been made aware of the use or display of the device. The mobile phone will be left into the school office and on the first offence collected by the student at 3.20pm.. The tutor/ year head will be informed.
- The second time a student is found to have used or displayed a device; the item will be confiscated and returned to a parent/ guardian between 8:30am and 4.15pm. A letter will be sent home to this effect.
- Phones or other devices must never be taken into examinations.
MP3 players or phone memory cards/ sticks must not be used for the storage of data files for school work. These devices will not be permitted for use with ICT.

This policy should be read in conjunction with the school's other policies in particular the Positive Behaviour Policy and the ICT Policy.

Emergencies

If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone.

If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

It is inappropriate for a student to be contacted without the school being informed.

Responsibility for mobile phones:

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and pupils to ensure mobile phones and other electronic devices are properly insured.

Changes August 2025:

- **From September** all pupils must place their mobile phone in a box on the teacher's desk upon entering the classroom. Phones should be turned off or set to airplane mode. The student will collect their phone at the end of the lesson.
- **Compliance & Consequences** Any student who refuses to place their phone in the box will have a note added to their behaviour record on SIMS.
- **Medical Exceptions** The only students exempt from this policy are those who require their phone for medical or approved SEN reasons (e.g., to monitor a condition like diabetes).
- **Seniors students** will be permitted to use their mobile phone in the study room.

Sample Letter to Parents outlining changes in August 2025:

Dear Parents and Carers,

I am writing to inform you of an important update to our school's mobile phone policy, which will come into effect on [insert start date]. This change reflects our commitment to creating the best possible learning environment and ensuring the safety and well-being of all our pupils.

As a school community, we have a growing concern that requires all of us to work together as a team to protect our young people from the increasing pressures of the digital world. The decision to update our mobile phone policy has been made in response to mounting evidence about the impact of mobile devices on pupil behaviour, mental health, and academic performance, as well as recent guidance from the Department for Education.

We recognise that young people today face unprecedented cyber-pressures, including social media anxiety, cyberbullying, and the constant pressure to be digitally connected. These pressures can significantly affect concentration, self-esteem, and overall well-being during crucial learning hours. By working together, we can create a protective environment that allows our pupils to focus on their education and social development without these digital distractions.

From [insert start date], all pupils will be required to hand in their mobile phones to the class teacher at the start of each lesson. Phones must be switched off or set to airplane mode before being handed in. They will be stored securely and returned to pupils at the end of the lesson.

Please note that while we will take every care to secure the devices, the school cannot accept responsibility for any loss or damage to mobile phones while they are on school premises. For this reason, we strongly recommend that pupils do not bring mobile phones into school at all, unless absolutely necessary.

This policy is being introduced to:

- Minimise distractions and support focused learning
- Protect pupils from cyber-pressures during school hours
- Support safeguarding and create a calmer, safer environment
- Encourage face-to-face interaction and social skill development
- Ensure lessons remain productive for every pupil

We believe this team approach—involving school staff, parents, and pupils—is essential to successfully protecting our young people from the growing challenges of our digital age. Your support in reinforcing this message with your child is crucial to maintaining a positive and productive learning environment where every pupil can thrive.

If you have any questions about this policy or would like to discuss how we can work together to support your child's well-being, please do not hesitate to contact the school.

Thank you for your partnership in this important initiative.

Yours sincerely,

[Your Name]

[Your Role – e.g., Safeguarding Lead / Senior Teacher]

Sample Pupil Poster:

 Mobile Phone Policy Update – from [insert start date]



To support learning and pupil well-being, our updated mobile phone policy will begin on [insert start date].


- Pupils must hand in phones to their teacher at the start of each lesson.
- Phones must be switched off/airplane mode.
- Devices will be stored securely and returned at the end of lessons.
- We strongly recommend phones are not brought to school unless essential.
- School cannot accept responsibility for loss or damage.


Why?


- Reduce distractions in lessons
- Protect pupils from social media/cyber-pressures
- Support safeguarding and create a calmer environment
- Encourage social skills and face-to-face interaction


Thank you for your support in helping us create the best learning environment for all pupils.


 New Phone Rules – from [insert start date] 


 Hand in at the start of each lesson

 Switch off or airplane mode


 Stored safely by your teacher

 Returned at the end of the lesson

 Helps you focus

 Less online pressure

 Safer + calmer classrooms

 More real conversations

Bring your best self to school — not your phone.