



Stoke High School – Ormiston Academy

Mobile Device Management Policy

Approved by:	K Baldwin, Principal	Date: 23/05/2025
Last reviewed on:	23/05/2025	
Next review due by:	01/09/2025, then annually	

Contents

	Page No
1 Policy aim	3
2 Impact of mobile phones on learning	3
3 Impact of mobile phones on mental health & wellbeing	3
4 School Trips / Fixtures / Events	3
5 Parents / Carer responsibilities	3
6 Daily pouching procedure	4
7 Wet line up procedure	4
8 Medical pouches	4
9 Contacting Parents / Carers during the school day	5
10 Students who leave during the school day	5
11 Mobile phone misuse pathway	5
12 Phone seen, heard or used during the school day	5
13 Forgotten pouch	5
14 Imitation unlocking magnets	6
15 Accidental damage	6
16 Regular mobile device and pouch checks	6
17 Suspicion of possessing a mobile device	6
18 Searching, screening and confiscation with student consent	6
19 Searching, screening and confiscation without student consent	6
20 Confiscation	7
21 Monitoring procedures	7
22 Sharing mobile phone policy	7

1. Policy Aim

Mobile phones are increasingly being used by students both when at school and at home. However, a significant amount of research, including guidance from the Department for Education, clearly shows the negative impact this can have on student learning, behaviour, and wellbeing. Research tells us the following:

2. Impact of mobile phones on learning:

1. The presence of a smart phone affects attention and concentration, impacting learning and recall [of knowledge]
2. It can take up to 20 minutes for students to refocus on what they were learning after receiving a notification on their device
3. Young people exposed to more than 2 hours of screen time on smart phones per day have worse working memory, processing speed, attention levels, language skills and executive function compared to those who do not.

3. Impact of mobile phones on mental health & wellbeing:

- Research shows there has been an increase in major depression (145% in girls / 161% in boys) since 2010 when smart phones were introduced.
- Rates of self-harm have tripled and rates of suicide have increased by 91% in boys and 167% in girls since 2010
- There has been a 52% Increase in screen time between 2020 and 2022, with 25% of young people using mobile phones in a way that is consistent with behavioural addiction. For example, finding it difficult to control the amount of time spent on the phone and using the phone to the detriment of other enjoyable activities.

We have a duty to create a learning environment which is calm, safe and free from distraction so all students, whatever their background, can learn and thrive. As such, moving forward it is the intention of Stoke High School to support our students to ensure that mobile devices are not to be seen, used or heard at Stoke High School - Ormiston Academy.

To achieve this, every student in years 7-11 is assigned a personal pouch. It is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

4. School Trips / Fixtures / Events

This policy only applies when students are on school premises.

- If the school trip / fixture is for the whole day, students will not be required to bring their pouches into school.
- If students leave during the day, they will unlock their pouches before they leave the school site.

5. Parents' / Carers' Responsibilities

- Parents should take the time to familiarise themselves with the school's policies, including any changes or updates that may occur.

- Parents should ensure that their children are prepared for school, including making sure they have their pouch with them.
- Parents should encourage their children to respect the school expectation that mobile phones must be kept in pouches, mobile phones are not used, seen or heard and see this expectation as necessary for a well-functioning learning environment.
- Parents should maintain open communication with teachers and pastoral staff to stay informed about any issues related to their child's meeting of expectations contained in this policy.
- If the school informs parents about an incident of mobile phone misuse, parents / carers are requested to follow up with appropriate discussions at home to reinforce the importance of meeting school expectations.

6. Daily Pouching Procedure

Every student will need to place their phone inside their pouch. Students will do this at line-up. Students who arrive late to school will do this before they enter the school at reception

1. Students will line up at muster at 8.30.
2. Phones will be placed in the pouch.
3. Pouches will be sealed at line up.
4. Students will hold their pouches up.
5. Form Tutors will undertake a visual check.
HOY can perform spot checks at this stage.
6. Any issues will be followed up immediately by the pastoral team.

Students keep their phones with them throughout the day, then unlock them on the way out of school at one of the unlocking stations.

7. Wet Weather Procedure

Students will be informed at the green gate that they should go straight to tutor rooms.

1. Students will arrive at tutor rooms and go to their seats.
2. Phones will be placed in the pouch.
3. Pouches will be sealed.
4. Students will hold their pouches up.
5. Form Tutors will undertake a visual check.
6. Any issues to be notified to pastoral team via ClassCharts pouch button. Any issues will be followed up immediately by the pastoral team

8. Medical Pouches

The only exception to this rule is for students who have a medical health care plan and need their phone for medical purposes, e.g. to check insulin levels. Students with permission to use their mobile device for medical purposes will be given a pouch which is secured by Velcro rather than locked, enabling the student to access their phone when needed.

9. Contacting parents during the school day

If a student believes that they need to make an emergency call, they must go to the Pastoral office and explain why they need to make a call.

A member of the pastoral team or the office team will either:

- call the parent / carer on their behalf
- support the student to call their parents / carers using a school phone
- use the unlocking station located in the pastoral office/school office to unlock the students pouch allowing the student to access their mobile phone to directly message their parent / carer.

10. Students who need to leave during the school day

Parents should arrange to pick up their child in advance. If a student needs to be picked up unexpectedly, parents should call the school office. Pouches will be unlocked as the student leaves via reception using the reception unlocking station.

11. Mobile Phone Misuse Pathway

There are clear sanctions in place for students who break these rules, which include:

1. Immediate confiscation of mobile device.
2. Confiscation of mobile device to be logged.
3. Parent will be asked to attend the school.
4. The mobile device will be returned to the parent at a parental meeting and a banning letter will be given to the parent. This will instruct the student to hand their phone into the school each morning and it will be returned to the student at the end of the day.
5. Ongoing failure to follow the policy will result in escalation in line with the school's behaviour pathway.

Examples of misuse or damage include:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Burning the pouch
- Signs of force to black button on flap
- Damage to the black ball
- Inappropriate or offensive language or symbols

12. Phone seen, used or heard during the school day

If a student is found in possession of a mobile device outside a pouch the phone will be confiscated, and the Mobile Misuse Pathway will apply.

13. Forgotten pouch

1. If a student forgets their pouch and has brought their phone into school:
The student's phone will be placed into the phone locker situated in either the pastoral office or the school office. The parent will be contacted to inform them that their child

forgot their pouch. The student can collect the phone at the end of the school day. They will be given a routines detention.

2. If a student forgets their pouch and they state that they have not brought their phone into school:

They will be given a routines detention.

14. Imitation Unlocking Magnets

If a student is found in possession of an unlocking magnet, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence, and could lead to a suspension.

15. Accidental Damage

The pouches are very robust. If a pouch breaks by accident, the student should notify the school immediately explaining what happened. The school will replace the pouch in this instance.

If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously. Parents will be charged for a replacement pouch at the cost of £20.

16. Regular Mobile Device and Pouch Checks

Pouch checks will be conducted regularly by HOY/SLT using a mobile unlocking station to ensure that students are adhering to the Mobile Device policy and that pouches have not been damaged.

17. Suspicion of possessing a mobile device

Mobile phones are a prohibited item in school unless they are in a pouch and therefore the school's search procedures will apply including the use of a metal detecting wand. If a prohibited device is found the Mobile Misuse Pathway will apply.

18. Searching, screening and confiscation with student's consent

The below is based on guidance from the Department for Education; Searching, screening and confiscation (2018).

School staff can search students with their consent for any item. They do not need to get written consent. The Principal and staff authorised by the Principal have the power to search students or their possessions, without consent, where they suspect the student has a "prohibited item".

If a student refuses to co-operate with such a search schools can apply an appropriate disciplinary penalty which would include isolating the student or suspending them from school.

19. Searching without a student's consent

Only the Principal or member of staff authorised by the Principal can conduct a search without a student's consent.

The person conducting the search must be the same sex as the student being searched, and another staff member must be present.

Searches without consent can only be carried out on the school premises or where the member of staff has lawful control or charge of a student, for example on school trips.

20. Confiscation Process

If a mobile phone is confiscated / banned the following procedure must be followed:

The member of staff who has confiscated the phone should:

1. Add an appropriate sanction onto Class Charts
2. Device taken to school reception by the member of staff who has confiscated the device

The reception staff should:

1. The device should be placed in the secure phone locker in a numbered slot.
2. The students name and slot number will be added to the confiscation log.

The pastoral team should:

3. Contact the parent and ask them to attend the school to collect the phone.
4. The mobile device will be returned to the parent at a parental meeting and a banning letter will be given to the parent. This will instruct the student to hand their phone into the school each morning and it will be returned to the student at the end of the day.
5. Ongoing failure to follow the policy will result in escalation in line with the school's behaviour pathway.

21. Monitoring Procedures

This policy will be reviewed by the Principal and the Local Governing Body annually. At each review, the policy will be approved by the Principal.

22. Sharing the Mobile Phone Policy

- This policy will be shared annually in September with students, parents, staff and volunteers
- Any updates will be shared as and when they occur
- New parents and students will receive the policy on admission alongside the Home School Agreement
- These procedures will form an essential part of induction for all Stoke High School – Ormiston Academy staff and volunteers