

Each day, discovery.



ELTHAM COLLEGE

**Acceptable Use of Mobile Phones
(Students – Senior School)**

Last Reviewed: August 2026



Version Control Information

Reason For Amendment	Name	Date	Main Changes
New policy to replace mobile phone guidance issued to parents and students in May 2025	JHM	August 2026	

Related policies:

- Privacy Notices (for Eltham College and for Students)
- Safeguarding Policy;
- School Rules;
- Anti-bullying Policy;
- Online Safety booklets (Senior School and Junior School).



Introduction

Mobile phones are an integral part of young people's lives, both within and beyond the school environment. While these technologies offer opportunities for communication and access to information, their presence in school can also present challenges to students' focus, wellbeing, and social interaction.

The School recognises that there are a range of legitimate reasons why parents and carers may choose for their child to have a mobile phone, including for safety and communication when travelling to and from school. The decision as to whether a student brings a mobile phone to school therefore remains a matter for parents and carers. Where a phone is considered necessary, the School encourages parents of younger students to consider a basic ("brick") phone rather than a smartphone. However, where mobile phones are brought onto the school site, their use is subject to the expectations set out in this policy.

This policy is intended to ensure that mobile phone use does not detract from teaching and learning, compromise safeguarding, or disrupt the school environment. It reflects the School's commitment to promoting positive behaviour, supporting student wellbeing, and enabling effective learning, alongside the provision of appropriate, school-managed digital devices.

In line with the principles set out in the Acceptable Use of IT Policy, this policy establishes clear expectations to ensure that students use mobile phones responsibly and safely, and that the school community benefits from a calm, purposeful, and respectful environment.



Agreement on the Acceptable Use of Mobile Phones (Students)

I understand that the use of mobile phones and personal electronic devices in school is restricted in order to support a safe, focused and respectful learning environment.

For my own safety and the safety and well-being of others:

- I understand that I am not permitted to use my mobile phone during the school day (8:30am to 3:50pm) if I am in Years 7 to 11
- I understand that my mobile phone must remain unseen, unheard and unused during this time
- I will ensure that my mobile phone is placed in my locker on arrival at school (no later than 8:30am) and kept there until the end of the school day
- I understand that this rule also applies to smartwatches and similar devices
- I understand that the School may confiscate and examine my mobile device if it is being used in contravention of this policy, and in particular if there is reason to suspect illegal activity or any risk to the well-being of any person
- I will not use my mobile phone to take, store or share images, video or audio recordings of any member of the school community without their knowledge and permission
- I will not use my mobile phone in toilets, changing areas or any place where privacy is expected
- I will immediately report any unpleasant, inappropriate or concerning material or communication received on my mobile phone to a member of staff

I understand expectations around communication:

- I will not use my mobile phone to contact parents, carers or others during the school day
- I understand that if I need to contact home, I should do so through the School Office
- I understand that parents/carers should contact me via the School Office during the school day
- I understand that I may check messages after the end of the school day

I understand that there may be limited exceptions to this policy:

- I understand that students with particular medical or SEND needs may be permitted access to a device where this has been agreed by the School
- I understand that any such arrangements will be managed through the School Office
- I understand that specific arrangements for mobile phone use on trips or other activities will be communicated in advance

I understand my responsibilities as a member of the school community:

- I will use my mobile phone in a way that is respectful, responsible and does not cause distraction or disruption to others
- I will not use my mobile phone for bullying, harassment or any form of unkind or inappropriate behaviour
- I understand that behaviour involving my mobile phone, both in and out of school, that affects members of the school community may be subject to disciplinary action

I recognise that the school has a responsibility to maintain a safe and orderly environment:

- I understand that if I use my mobile phone during the school day, it will be confiscated and stored securely until the end of the day in accordance with school procedures



- I understand that incidents will be logged and may result in a sanction in line with the School's behaviour and disciplinary procedures
- I understand that repeated or serious breaches of this policy, including cyber-related incidents, will be dealt with under the School's behaviour policies
- I understand that the School accepts no responsibility for the loss, theft or damage of mobile phones brought onto the premises

Sixth Form

- I understand that, as a member of the Sixth Form, I may bring a mobile phone to school
- I understand that between 8:30am and 3:50pm I may only use my mobile phone in designated Sixth Form areas (the Sixth Form Study Centre or Café Déjà Brew)
- I understand that if I use my mobile phone outside these areas, it will be confiscated and a sanction will be issued