



# BRADFIELD COLLEGE

## Mobile Phone Policy

Document Control	
Document title:	Mobile Phone Policy
Author:	R J Penny Deputy Head (Pastoral)
Document status:	Active
Approved by:	Second Master
Effective Date:	July 2025
Version number:	V.7
Date of next full review:	July 2026
Documentation Location:	Website/About Us/Policies

Version	Author	Date	Changes
V 5	RJP	Sept 2023	Shell/Fifth not having mobile access during the academic day. L6th handing in mobiles overnight.
V 6	RJP	July 2024	Changes to access and use of mobile devices around the school site during the academic day in line with Govt advice "Mobile Phones In Schools" Feb 2024.
V 7	RJP	July 2025	Shell/Fifth no mobile until 1730 daily, and no access post prep. U6th mobiles in House during school day.

## **Bradfield College policy on the use of mobile devices** (To be read in conjunction with the E-Safety Policy)

Bradfield is committed to staff and pupils embracing the use of technology to support teaching and learning across the school. It is important to ensure that appropriate use supports the core values of the school and does not undermine the importance of developing strong interpersonal communication, having an impact on wellbeing or allowing academic distraction. These guidelines aim to promote **safe, respectful** and **responsible** use of mobile devices to the benefit of the whole Bradfield community. Mobile device access in school is restricted in line with DfE guidance: Behaviour in School 2022, and Mobile Phones in Schools 2024 in order to reduce distraction, disruption, bullying and abuse.

The central aim of the policy is to ensure that, although it is accepted that staff and some pupils can carry a mobile device at appropriate points around the school day, their use remains **private, safe** and **not visible**. Devices should always be kept on silent or switched off. These guidelines will operate in conjunction with other policies including the E-Safety policy and Acceptable Use Policy.

The following guidelines are to be followed by all members of the Bradfield community including **staff** and **pupils**. Staff and senior pupils must lead by example.

### **Respectful use:**

- Mobile phones must not be used when moving around the school site. If you are allowed your mobile and need to consult it in an emergency then you move out of the way.
- Headphones should never be worn when moving around College.
- Mobile phones should not be visible in particular public places within the College: **including the Chapel, in the dining halls, during concerts or when walking around the site.**

### **Responsible use:**

- Mobile devices must be registered with the HsM and the numbers logged on a central record. HsM must be notified if mobile numbers/phones change.
- It is the pupil's responsibility to hand mobile devices to House staff on arrival if they have been at home overnight.
- Mobile devices must be equipped with a security code or password to prevent unauthorised usage.
- **Faulkner's** pupils should only have their managed device and a mobile phone. The latter can be accessed from 1800-1845, All devices should be handed in at 2000 after prep.
- **Shell** pupils should only have their managed device and a mobile phone.
- **Shell and Fifth** Form pupils will have access to their mobile phones from the end of the school day (1730) until prep (1915). In order to encourage social interaction mobiles will **not** be returned after prep. Other devices should be handed in at 2200.
- **L6th and U6th pupils'** phones should not leave the House during the academic day. Phones can be accessed at break and lunch within the boarding House.
- **L6th** will hand in all cellular based mobile data devices (mobiles and iPads) at 2200.
- Apple/smart watches are treated the same as mobiles.
- The internet will be shut off at 2230 to improve sleep hygiene, evening routines and to reduce risk associated with Securly safeguarding responses.

- Reasonable adjustments will be made for those with medical need e.g. diabetic pupils.
- If a mobile phone is being used inappropriately a member of staff will confiscate it and will issue a “Mobile Phone Infringement” on iSams.
- The College cannot be responsible for insuring the private property of pupils, insurance must be arranged as part of the parents' domestic insurance. Families are reminded that the school offers a scheme pertaining to personal effects while at the College through *Marsh* for a very reasonable price. Further information can be found [here](#) on the College website.

### **Safe use:**

- Pupils and staff are reminded of the illegal nature of sending explicit images of themselves or others and such cases will be dealt with appropriately using child protection and safeguarding procedures, including informing the authorities if necessary.
- Pupils and staff must ensure that files stored on their devices do not contain violent, degrading, racist, homophobic or pornographic images. The transmission of such images can be a criminal offence.
- If it is reasonably suspected that inappropriate use of a mobile device has occurred to bully or threaten, a member of staff may ask a pupil to reveal a message or other content.
- Pupils found to have been disrespectful to others using a mobile device will be sanctioned.
- Pupils are strongly urged not to communicate with individuals unless they are known to them.
- Pupils are reminded that any apps installed on their phones must be age appropriate and that gambling apps are never permitted, even for over 18s.
- Pupils are reminded that the use of VPNs to bypass internet filtering is prohibited.
- Pupils are reminded that using the login details of pupils in order years to bypass Senso or Securly settings will result in a sanction both for the user and provider.

### **Sanctions:**

If staff see inappropriate mobile use they should confiscate the device and place it in the relevant HsM's bunker. Staff should log a “Mobile Phone Infringement” sanction on iSams to inform HsMs that they have done this, which will also act as a record of confiscation. It will also ensure fairness, consistency, and the ability to identify patterns and trends. The HsM will hold on to the phone for a minimum of 24 hours. HsMs reserve the right to ask pupils who are not managing their phone or laptop use appropriately to revert to usage privileges typical of a younger year group.

Handing in a fake phone, failure to disclose additional technology e.g. iPad, or failure to hand in devices is contrary to the Bradfield values of “Integrity” and “Community” and are Notifiable Offences. This will result in a 5 day House Gating, loss of mobiles for 48hrs and a reflective writing task. This will be communicated to parents with the warning that repetition will result in a meeting with the Deputy Head (Pastoral) who may issue a College Gating, Saturday Detention and extended confiscation or reduced access to mobile devices.

### **Faulkner's:**

Our commitment to educate young people on safe, responsible and respectful use of technology is particularly important in Faulkner's as so much of their interaction using this technology will be new and in a setting where it is even more vital that face-to-face interaction is prioritised. To this end, Faulkner's will only access their mobiles in the evenings after dinner until Call. Pupils will be required to take laptops to lessons, unless directed otherwise by their subject teachers. Pupils will only be allowed mobiles for trips and matches at the discretion of the Faulkner's HsMs.