



**THE CITY OF
LEICESTER**
COLLEGE

Personal Electronic Devices Policy

2025-2026

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Chair of Governors:	<i>M Tas</i>	

Personal Electronic Devices Policy

1. Introduction and aims

At The City of Leicester College we recognise that personal electronic devices such as mobile phones including smart phones, and smart watches, are an important part of everyday life for our pupils and more young people now own and carry such devices. We have consulted with wider research, national guidelines and consulted with our own college community. From this we have found that the use of mobile phones in particular can be used to support learning when there are clear parameters in place, and so we have incorporated this in our policy.

In this policy we will use the term 'mobile phone' but this also covers all personal electronic devices.

Our policy aims to:

- Promote, and set an example for, safe and responsible use
- Set clear guidelines for the use of mobile phones for students
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in college, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage
- Appropriate use of technology in the classroom

This policy should be read in conjunction with other relevant college policies, including:

- Behaviour policy
- Online safety and acceptable use policy
- Safeguarding and child protection policy
- Sixth Form behaviour and attendance policy

2. Roles and responsibilities

All staff (including teachers, support staff and supply staff) are all responsible for enforcing this policy.

3. Use of mobile phones by students

As a school that encompasses three key stages, we recognise our expectations for mobile phone usage in school should differ, to acknowledge both the role that mobile phones can play in learning and the increasing level of maturity our older students have in using their phones responsibly. Therefore, you will be able to see below differing procedures for students in Key Stage 3 and 4, and students in Key Stage 5.

3.1 Students in KS3 and KS4

Students are permitted to have a mobile phone on site:

- For the purposes of travel to and from college
- When given specific permission in a lesson by a member of staff for a learning activity. However, students will not be expected to have a phone for their learning
- Mobile phones can only be used on the plaza/outside the front of school before 08:30 and after 15:10

While on school premises phones should be switched off and kept away and out of sight.

- Ear pods or headphones of any description should not be worn on site at all.

If a student in KS3/4 is unwell, they should not use their mobile phone to contact home but let their Head of Year/ teacher know and the office will contact home, or if they feel they need to contact a parent urgently, support will be given by the Head of Year.

3.2 Students in KS5

Students are permitted to have a mobile phone on site:

- For the purposes of travel to and from college
- For independent study or personal use, but in Sixth Form-only spaces (IS and Zone).
- In a lesson, students can only use their mobile phone if permission is granted by a teacher for learning purposes. However, students will not be expected to have a phone for their learning.

3.3 Sanctions for students in KS3 and KS4

- If a student's phone is visible or audible at any point on site between 08:00-15:10 then their phone will be confiscated and a correction entered
- If a student is seen to be wearing ear pods or headphones of any description then they will be immediately confiscated and a correction entered
- In a lesson, if a student uses their mobile phone and permission has not been granted then the phone will be confiscated and a correction entered
- In a lesson, if a student has been granted permission but is found to be using their phone inappropriately – for example using social media or messaging then it will be confiscated and a correction entered
- Any misuse of the device that may bring harm to others (for example taking a picture of a student or staff member without permission) will result in the device being confiscated and will be dealt with using the school's behaviour policy

Schools/ colleges are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

3.4 Sanctions for students in KS5

- Students should not use their mobile phone, ear pods or headphones of any description around the corridors or in all other areas of the building that are in use by the wider school, **or in lessons**, unless permission has been granted. If a student is found to be doing so, their mobile phone will be confiscated and a correction entered.
- Any misuse of the device that may bring harm to others (for example taking a picture of a student or staff member without permission) will result in the device being confiscated and will be dealt with using the college's behaviour policy.

3.5 Confiscation for students in KS3, KS4 and KS5

- Confiscated phones will be handed in to the office (KS3&4) or the Sixth Form office (KS5) by the confiscating member of staff or a behaviour roamer, at the first opportunity. **If a student has their phone confiscated period 5, the teacher will return it to the student at the end of the lesson and record**
- If confiscated, mobile phones will be returned at the end of the school day (a record will be kept in the office/Sixth Form office of phones handed in). For those in detention, they will have their phone returned afterwards
- Students who refuse to hand over their phone will face severe sanctions in line with our behaviour policy

4. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on college premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in student reception in a secure locked cabinet.

Lost phones should be returned to a member of the reception team. The college will then attempt to contact the owner.

5. Monitoring and review

The college is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the college will take into account:

- Feedback from parents/ carers and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations.