Luccombe Hub
This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	Policy on Learner Mobile Telephones and other Personal Electronic Devices.
Subject Area:	Behaviour/Safeguarding
Applies:	Immediately
Issued:	27 January 2026
Last Reviewed:	N/A
Next Review Date:	NLT 25 January 2027
Sponsor:	Principal
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STATEMENT OF INTENT

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to Learners. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day, including break and lunch times.

The Luccombe Hub accepts that personal mobile phones and tablets are often given to Learners by their parents to ensure their safety and personal security; however, such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst Learners may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by Learners in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

1. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education 2025'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE 'Cyberbullying: Advice for Principals and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Searching, Screening and Confiscation Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Social Media Policy
- Child-on-child Abuse Policy
- Relationship and Regulation Guidance (Behaviour Policy)
- Staff Code of Conduct
- Records Management Policy

2. ROLES AND RESPONSIBILITIES

The governing board and The Principal will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and Learners of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought to school and when they can and cannot be used.
- Deciding how best to achieve a mobile phone-free school environment.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the Principal, in line with the Anti-bullying Policy and the Behaviour Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL, or deputy, where misuse indicates risk of harm.
- Avoiding use of their personal mobile phones in front of Learners for any non-work related issues.
- Teaching Learners about the risks associated with mobile phones, other devices and social media, both in school and more broadly.

The DSL(s) will be responsible for:

- Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Learners are responsible for adhering to the provisions outlined in this policy.

3. OWNERSHIP AND RESPONSIBILITY

Learners are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Staff will be protected against liability in any proceedings brought against them for any loss or damage to personal devices that have been confiscated as an appropriate sanction, provided that they have acted lawfully.

Learners are responsible for replacing school property they lose, damage or steal, including electronic devices.

Learners and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

4. ACCEPTABLE USE

Where Learners are bringing personal electronic devices into school, they will be expected to make their parents aware of this. Learners will remain responsible for the safety and security of any personal devices brought into school, until handed in as per para 5 below. The school will not accept responsibility for loss, theft or damage for any personal device not handed in to staff at the beginning of the school day.

Personal devices will not be used at any point during the school day, including during break and lunch times, unless an agreed exception applies. Where an agreed exception is in place, use of a personal device will be limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school.

Where a Bring Your Own Device (BYOD) scheme is operated to facilitate the use of laptops or tablets for learning, such devices will be used in accordance with this policy. Learners will sign a **Device and**

Technology Acceptable Use Agreement to ensure that devices are only used for the educational purpose intended. BYOD arrangements will not include mobile phones.

5. UNACCEPTABLE USE

Learners will be encouraged to avoid bringing phones to school; however, if phones are brought to school they will be switched off and stored securely in the device lockers at the beginning of the school day, unless an agreed exception applies.
Unless express permission is granted by a member of staff or adaptations and reasonable adjustments apply, mobile devices will not be seen, heard, or accessed at any time during the school day.
Any permitted use for specific Learners will be limited strictly to the specific purpose outlined in the agreed plan. All other use will be prohibited.
The school will consider the risks that may be posed to Learners who do not have access to their mobile phone when organising travel to and from school. Parents will be consulted with to consider ways to mitigate any concerns around the issue of travel to and from school. Learners will be able to access their personal devices when travelling to and from school; however, they should not be used to arrange travel during the school day.
Staff members will be required to model expectations surrounding the use of personal devices when they are in front of Learners throughout the school day and not use their personal devices during the school day, only using the school issued mobile phones.
Staff and Learners will always adhere to the Social Media Policy.
If Learners fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures.
Under no circumstances will personal electronic devices be taken into examinations. Devices will be handed to a member of staff for safekeeping during the examination. Under no circumstances will mobile devices be used in changing rooms or toilets.
Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the Principal, and they will have an up-to-date portable appliance test (PAT).
Staff will not give out their personal contact details to Learners. If correspondence is needed between staff members and Learners for homework or exams, staff should provide their school contact details.
Under the Voyeurism (Offences) Act 2019, the act known as “upskirting” is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both Learners and facilitators) of any gender, can be a victim of upskirting.
A “specified purpose” is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim’s genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school’s Child Protection and Safeguarding Policy.

6. ADAPTATIONS AND REASONABLE ADJUSTMENTS

The school will comply with its legal duty to make reasonable adjustments with regard to this policy where necessary. Adaptations may be made in exceptional circumstances and in response to a Learner’s specific needs.

If it is deemed necessary due to the nature of a Learner's SEND, reasonable adjustments will be made to allow that Learner to use their mobile phone or similar device during the school day.
The school will not prevent Learners from using their mobile phones in order to manage their medical condition effectively, e.g. if a Learner is using a monitoring app on their phone to manage their diabetes.
Beyond these specific duties, the school recognises that a need for mobile phone access for some Learners may depend on their individual circumstances. The school will allow limited flexibility for these Learners where an agreed exception is required in the best interests of the Learner's safety and welfare, for example where a Learner is a young carer.
Where a Learner has an agreed adaptation or reasonable adjustment that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan.

7. CYBERBULLYING

All personal electronic devices will be used in line with our Online Safety Policy.
Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.
As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

8. SEARCHING LEARNERS

School Learners have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right if it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.
All searches will be conducted in line with the school's Searching and Confiscation Policy.
The Principal, and other authorised staff members, will have the power to search a Learner or their possessions where they have reasonable grounds to suspect that a Learner is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour Policy.
In all cases the authorised member of staff will always:

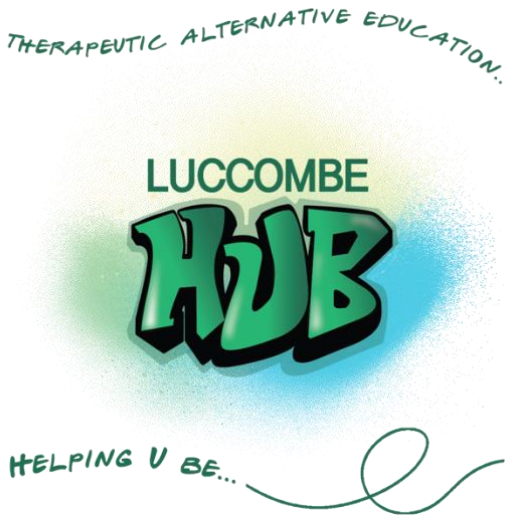
- Seek the co-operation of the Learner before conducting a search.
- Ensure the Learner understands the reason for the search and how it will be conducted.
- Give the Learner the opportunity to ask any questions so that their agreement is informed.
- Have due regard to the DfE's 'Searching, screening and confiscation' guidance.

Staff may search a Learner's outer clothing, pockets, possessions, desks or lockers. Staff conducting a search must not require the Learner to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the Learner has or appears to have control - this includes desks, lockers and bags.
A staff member may ask a Learner to show them what they are doing on their mobile phone or tablet if they reasonably believe that the Learner is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a Learner's electronic device and delete them if necessary.

Staff members will ensure they have a good reason to examine and delete data on a Learner's electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the Learner and/or parent refuses to delete the data themselves.
If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.
Learners are required to comply with any request to check their electronic device.
Learners are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any Learner who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

9. Breaches of Policy
Luccombe Hub will respond to breaches of this policy in a consistent and proportionate manner, in line with the school's Relationship and Regulation Guidance Policy (Behaviour Policy).
Where this policy is clearly breached, for example where a device is used, seen, or heard ringing, staff will feel confident to confiscate mobile phones or similar devices as a safeguarding measure.
Confiscated devices may be retained for the day and returned to parents or carers, consideration of the circumstances, including the Learner's age, SEND, and any agreed exceptions or reasonable adjustments.
Additional measures may be applied in accordance with the Relationship and Regulation Guidance Policy (Behaviour Policy).
Where a breach gives cause to suspect a Learner may be suffering, or may be at risk of, harm, staff will follow the school's safeguarding procedures and report concerns to the DSL.
Confiscated personal electronic devices will be locked away securely in the secure storage facility.
Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy and exclusion for bullying maybe applied in line with our zero tolerance on bullying.

10. MONITORING AND REVIEW
This policy is reviewed annually by the Principal and DSL.
Any changes to this policy will be communicated to members of staff, parents and Learners by the Principal.



Device and technology acceptable use agreement for learners

Device and technology acceptable use agreement for pupils

At The Luccombe Hub, we know that using technology is an important part of your learning experience. We want everyone to be able to use technology, like the internet and laptops, but it is important that you are safe when you are using technology.

This agreement will set out the rules around using technology and devices, such as laptops and phones, when you are at school. Please read this document carefully and go through it with your parent or carer. Once you are sure that you understand the rules set out in the agreement, please sign your name on the form and ask a parent or carer to sign their name too.

If you have any questions about anything in this agreement, speak to your facilitator.

Definitions

Before you read the agreement, here are some key terms you should understand:

- **Technology** – this includes any ICT systems at the school, including the internet.
- **School-owned devices** – any devices that are owned by the school that have been given to you to help with your schoolwork, including laptops and tablets.
- **Personal devices** – any device that belongs to you that you bring into school, including mobile phones.

Security and protecting information

I will:

- Make sure I understand what I can do to keep my information safe when using technology and devices – I will speak to my facilitator if I have any questions.

I will not:

- Try to get around any security measures the school has put in place on the internet or school-owned devices.
- Share any of my passwords with other people.

Using technology in school

I will:

- Only use technology and devices that I have been given permission to use.
- Only access websites, apps and other online platforms that I have been given permission to use.
- Only use the school's ICT facilities, technology and devices to complete schoolwork.
- Only go on the internet for something other than schoolwork during break and lunch times with the agreement of my facilitator.
- Save any of my work as directed by my facilitator.

I will not

- Install any software onto school ICT systems unless I have been told to do so by a member of school staff.
- Search for, view, download, upload or send anything inappropriate when using the internet.

Emails

I will:

- Only use the email account that has been set up for me by the school when sending emails related to my schoolwork.

I will not:

- Open any emails from people I do not know.
- Use my personal email address for schoolwork.

School-owned devices

I will:

- Only use school-owned devices to carry out my schoolwork.
- Only use websites and apps that a member of staff has said I can use.
- Understand that the school will monitor how I use school-owned devices.
- Take care of school-owned devices when I am using them.
- Tell a member of staff if a school-owned device is damaged or lost when I am using it.
- Tell a member of staff if I think something has happened in relation to the security of the device, e.g. if I download an attachment from an email from someone I do not know.

I will not:

- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to go on personal social media accounts.

Personal devices

I will:

- Hand my personal device in to the school office at the start of the school day and collect it at the end of the school day.
- Ensure my personal devices are switched off before being handed in.
- Understand that if my personal devices aren't handed to the office and are lost, damaged or stolen, it is not up to the school to pay for any costs.

I will not:

- Use my personal devices to send inappropriate messages, images, videos or other content.
- Use my personal devices on the school premises
- Use my personal devices to view, store, download or share any inappropriate, harmful or illegal content.

Social media

I will:

- Follow all age-restrictions when accessing social media.
- Think about what I post about the school on social media and make sure I do not post anything that could be harmful to any member of the school community.

I will not:

- Try to speak to any member of staff on social media.
- Accept or send 'friend' or 'follow' requests from members of staff on social media.
- Send any abusive, threatening or otherwise inappropriate messages on social media.
- Bully anyone through social media.

Reporting misuse

I will:

- Understand that my use of the internet will be monitored by Radcliffe Hall and recognise the consequences if I do not follow this agreement.
- Understand that the head facilitator may decide to take disciplinary action against me, in accordance with the Behaviour Policy, if I do not follow this agreement.

Learner Name:……. Learner agreement signature:……..

Date:……..