

Lecale Trinity Grammar School



Mobile Phone Policy

Latest Review: ***June 2026***

Person Responsible: ***Mrs G Lundy***

ADOPTED BY THE BOARD OF GOVERNORS

Mission Statement

Our mission is to nurture every pupil in an inclusive community, rich in faith and kindness, working together with integrity, empowering all to achieve through excellence in educational provision.

LINKS TO POLICIES AND LEGISLATION

This policy should be read in conjunction with the following policies and external legislation

- DENI Circular 2024/14 Guidance for Schools on Pupils' Personal Use of Mobile Phones and other Similar Devices During the School Day (3 September 2024)
- Article 17 of the Education and Libraries (Northern Ireland) Order 2003
- DE Circular 2011/22 Internet Safety
- DE Circular 2013/25 eSafety Guidance
- DE Circular 2016/26 Effective Educational Uses of Mobile Digital Devices
- 2016/26 Effective Educational Uses of Mobile Digital Devices
- DE Safeguarding and Child Protection Guidance
- Safeguarding and Child Protection in Schools - A Guide for Schools

School Policies

Safeguarding and Child Protection Policy
Anti-Bullying Policy
Pastoral Care Policy
Inclusion and Special Educational Needs Policy
E-Safety Policy

Aims

This Policy aims to:

- provide clear guidance on the use of mobile phones in Lecale Trinity Grammar School
- to contribute to the creation of a safe environment where the personal dignity and rights of all members of the school community are preserved while at the same time recognising that mobile phones are a necessary part of modern life. The implementation of this Policy will ensure that a positive, productive learning environment is maintained at all times.

The policy applies to registered pupils of Lecale Trinity Grammar School.

All pupils are kindly asked to:

- Keep mobile phones switched off in school at all times.
- Ask at the school office if they need to contact a parent or guardian urgently during school hours.

Should parents or guardians choose to permit their child to bring a mobile phone into school, please note the following rules will apply:

- Lecale Trinity Grammar School cannot accept any responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss or theft.
- Mobile phones should be “switched off and out of sight” at all times. Any phone seen or heard will be retained; this includes phones on display in blazer or shirt pockets.
- Mobile phones may not be used at any time on school premises, regardless of arrival time.
- Pupils may not use their mobile phones to listen to music at any time.
- Use of mobile phones on school trips will be at the discretion of the trip leader, depending on the nature of the visit.
- Parents who need to contact pupils urgently can do so at any time by calling the General Office.
- If a phone rings, or is seen by a member of staff, or if use is made of the phone, it will be retained. Any member of staff can confiscate a phone. This includes all support staff and temporary teaching staff.

Preserving the Learning Environment

In order to reduce distractions from learning, parents/guardians and others are asked not to contact students by mobile phone, email or other electronic means at any time during the school day. Students must not contact parents by mobile phone or other electronic means at any time during the school day. In an emergency, contact may be made through the school office.

Digital Devices to Support Learning

In some instances, the use of a mobile phone or other device may contribute to an improved learning experience for students. In such cases, teachers may sanction the use of these devices for use within their class. For clarity, these instances should only occur under the direction and direct supervision of the teacher.

Retention of Mobile Phones

- If a phone is retained, it will be left in the School Office. Administration staff will record the incident on the Behaviour Management Module on SIMS. The phone may be collected at the end of the school day by the student, on the first occasion.
- On the second occasion, the phone will be retained until a parent/guardian collects it. The Administration staff will inform the parent/guardian.
- If the problem persists, parents will be invited to a meeting with the Pupil Progress and Support Leader to discuss ways to support the student. The Positive Behaviour for Learning Policy will be applied.
- The only exemption to this is when the pupil has been given special permission to keep

their phone with them for specific health-related reasons, as detailed in their PLP or for students with caring responsibilities.

- If a student refuses to hand over a phone or device, following a breach of this policy, parents will be contacted and asked to collect the mobile phone. The Positive Behaviour for Learning Policy will be applied.

School Examinations

The Joint Council for Qualifications (JCQ) requires all examination centres to reinforce the rules and regulations about unauthorised items during external examinations. Potential technological/web-enabled sources of information such as mobile phones, iPods, MP3/4 players, fitness trackers or watches and smart glasses are not permitted in the examination room.

If a pupil is found to be in possession of any unauthorised item after the start of the examination, the device will be retained and a full report will be submitted to the examination board, who will take the necessary action in accordance with the JCQ Rules and Regulations on Malpractice. This may result in a disqualification.

As a result of the JCQ Guidance, pupils who are sitting any school examinations are not permitted to be in possession of a watch or any other potential technological / web-enabled sources of information such as mobile phones, iPods, MP3/4 players, fitness trackers or similar devices and smart glasses. If such a device sounds during an internal examination, even if no obvious advantage is gained, the pupil will lose their marks for the paper.

Responsibility for mobile phones and electronic devices

Lecale Trinity Grammar School accepts no responsibility for theft, loss, damage or health effects relating to mobile telephones or other electronic devices. It is the responsibility of parents and pupils to ensure mobile telephones are properly insured.

Consultation

The effectiveness of this Policy will be monitored, evaluated and reviewed by the Vice-Principal. In drawing up this Mobile Phone Policy the following were consulted using online questionnaires, focus groups and voice.

- Governors
- Staff
- Pupils
- Parents

Date of Review: December 2028

