

Craigavon Senior High School



Mobile Phone and Personal Device Policy

Reviewed	RATIFIED	SIGNED CHAIR BOG	REVIEW DATE
September 2026	17 September 2029	M. Allen	2029

Mobile Phone and Personal Device Policy

1. Introduction

Craigavon Senior High School recognises that mobile phones and personal digital devices play a significant role in the lives of young people. While these technologies can support communication and personal safety, their inappropriate use may negatively impact learning, behaviour, and overall wellbeing.

The school is committed to maintaining a safe, respectful, and focused learning environment for all pupils. To support this, the following expectation applies:

Mobile phones and personal devices must not be used at any time during the school day and must remain switched off and kept out of sight.

This approach reflects and reinforces our core values:

- **Committed** – maintaining focus and engagement in learning
- **Aspirational** – developing behaviours that support success
- **Respect** – contributing to a calm and disruption-free environment
- **Empathy** – safeguarding wellbeing and reducing social pressures

2. Key Principles

- Pupils may bring mobile phones to school at their own risk.
- Mobile phones and personal devices must not be used at any point during the school day, including break and lunchtime.
- All devices must be switched off and securely stored out of sight.
- This policy applies to all personal electronic devices, including mobile phones, smartwatches, and headphones/earbuds.

3. Rationale

The restriction of mobile phone use in school is necessary to:

- Prevent disruption to teaching and learning
- Promote sustained concentration and independent thinking

- Protect pupil wellbeing and minimise social pressures
- Reduce the risk of cyberbullying and inappropriate communication
- Address safeguarding concerns linked to photography, video, or audio recording
- Minimise the risk of loss, theft, or damage to personal property

4. Expectations for Pupils

Pupils are required to:

- Keep all personal devices switched off, out of sight, and unused throughout the school day
- Refrain from using devices in classrooms, corridors, social areas, and toilets
- Avoid wearing headphones or earbuds during school hours
- Never photograph, film, or record others on school premises
- Comply immediately with staff instructions regarding device use

If a pupil needs to contact home, they must do so through a member of staff or via the school office.

5. E-Safety and Responsible Use

Craigavon Senior High School promotes safe, responsible, and respectful use of technology.

Pupils must:

- Act responsibly when using technology both in and outside of school
- Avoid accessing, storing, or sharing inappropriate, harmful, or offensive content
- Understand that sharing certain images or content may be unlawful
- Report any concerns relating to online safety or cyberbullying

Serious misuse may result in:

- Safeguarding interventions
- Contact with parents/carers
- Referral to external agencies, including the PSNI where appropriate

6. Guidance for Parents/Carers

- Parents/carers should not contact pupils directly during the school day
- In urgent situations, communication should be made via the school office
- Messages will be relayed to pupils where appropriate
- The school cannot accept responsibility for the loss, theft, or damage of personal devices

The cooperation of parents/carers is essential in ensuring consistent application of this policy.

7. Sanctions for Misuse

Breaches of this policy will be managed using a staged response:

1. First Occurrence

- Device confiscated and stored in the school office
- Returned to the pupil at 3:30pm

2. Second Occurrence

- Device confiscated and stored in the school office
- Returned to the pupil at 3:30pm

3. Third Occurrence

- Device confiscated and stored in the school office
- Returned to the pupil at 3:30pm

4. Fourth and Subsequent Occurrences

- Device confiscated and stored in the school office
- A parent/carer must collect the device in person

Failure to comply with a staff request to hand over a device will result in internal withdrawal.

8. Examinations

- Mobile phones and personal electronic devices are strictly prohibited during all examinations
- Any breach may result in disqualification in accordance with examination board regulations

9. Student Agreement

By attending Craigavon Senior High School, pupils acknowledge that:

- Mobile phones and personal devices must not be used during the school day
- Devices must remain switched off and out of sight at all times
- Bringing a device to school is a privilege, not a right
- Communication in emergencies must be facilitated through staff

10. Online Safety Support

Support and guidance are available through:

- Safer Schools NI App
- School pastoral and safeguarding teams

Summary Statement

Craigavon Senior High School is committed to promoting a safe, respectful, and focused environment where all pupils can thrive. The restriction on mobile phone and personal device use throughout the school day supports learning, protects wellbeing, and ensures all pupils are able to achieve their full potential.