STAHS
PREP SENIOR SIXTH

Pupil Mobile Devices at STAHS

Electronic Information & Communications
Policy Related Document

June 2026

THINK BEYOND

P15: Electronic Information and Communications Policy (Related Document)

PUPIL MOBILE DEVICES AT STAHS

1. Introduction

This policy outlines the rules governing the possession and use of mobile devices, including smartphones, basic mobile phones, smartwatches, and similar technology, during the school day, on school premises, and on school trips.

2. Smartphones and Smartwatches

2.1 STAHS Prep

- Smartphones and smartwatches are not permitted at STAHS Prep.

2.2 Year 7, and 8 (from September 2027)

- Smartphones and smartwatches are not permitted on school premises. This includes all school trips and co-curricular activities.
- Pupils may bring a basic mobile phone with minimal functionality. Such devices must not have internet connectivity.

2.3 Years 8–13 (and from September 2027, Years 9–13)

- Pupils may bring a mobile device and smartwatch of their choice to school.
- All pupils must adhere to the age-specific usage rules set out below as well as in the Acceptable Use Policy.

3. Mobile Devices: Years 7–11

3.1 General Restrictions

- Mobile devices must not be used by pupils in Years 7–11 between 08:15 and 16:00.
- Any mobile device brought to school must be placed in pupil's personal locker upon arrival and set to 'Do Not Disturb' (DND).
- Smartwatches must also be set to DND during the school day.

3.2 Communication

- In the event of an emergency, pupils must report to Reception, where contact will be facilitated via the school landline.
- Routine communication should take place via Microsoft Teams or school email outside lesson time.

3.3 Payments

- Pupils should ensure their School ID card is topped up via WisePay for use in the café or alternatively bring a debit card.

3.4 Specific Permissions

- Year 10 (Trinity term only) and 11 pupils may take their phone into St Albans town centre at lunchtime.
- Pupils in Years 7–11 may take their mobile device to the school playing field if leaving directly for a sports fixture or to go home following their Games lesson.
- Pupils may use their mobile device in the dining room before 08:15.
- Mobile devices must not be used on school coaches for co-curricular activities unless permission is granted by a member of staff (e.g. to arrange collection).
- If participating in co-curricular after 16:00, pupils must obtain permission from the member of staff leading

their activity before using a mobile device.
- Mobile devices should not be used whilst moving in corridors between 16:00-18:00.

4. Mobile Devices: Years 12–13 (Sixth Form)

- Mobile phones may be used within the Sixth Form Centre only.
- Mobile phones must not be used or visible in the main school building or corridors. This restriction includes earbuds and similar audio devices.
- Sixth Form pupils may use their mobile devices to purchase food from the café.
- Any Sixth Form pupil found using a mobile device outside the Sixth Form Centre will have the device confiscated and will receive a detention in line with the Years 7–11 sanctions.
- Confiscated devices must be taken to the Deputy Head's Office.

5. Sanctions

5.1 Years 7–11
The sanction for unauthorised mobile phone use is:
- Immediate confiscation of the device and a detention issued.

5.2 Procedure for Staff

- The pupil must be instructed to switch off the device.
- The pupil must be informed that a detention will be issued.
- The device may be collected by the pupil at the end of the school day from the Deputy Head's Office.
- The device must be placed in a confiscation envelope and delivered to the Deputy Head's PA.

6. Mobile Devices on School Trips

- Pupils are required to bring a mobile device on school trips unless otherwise directed.
- Mobile devices must not be used unless permission is granted by the trip leader.
- In Year 7-10 pupils must seek staff permission before using a device (e.g., to take photographs). Use of mobile devices is at the discretion of the trip leader and may be permitted for specific purposes (e.g., navigation during free time or contacting staff).
- Mobile devices must not be used at dining tables.
- Mobile devices must not be used during journeys unless permission is granted by a member of staff.

7. iPads During the School Day

- Between 08:15 and 16:00, iPads must not be used in social spaces (including the Dining Room, Rotunda, and school corridors).
- Year 11 pupils may use iPads in the Forum.
- iPads may be used in study classrooms during break and lunchtime.
- iPads may be briefly checked by pupils at their locker.