



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

Mobile Phone, Headphones & Smart Watch Policy



Reviewed by	Mr. Naveed Iqbal	Reviewed Date	September 2025
Next Review	September 2026		

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Introduction

GEMS Metropole School (MTS) acknowledges that mobile devices play a role in students' lives and permits students to bring mobile phones to school primarily for emergency purposes. However, students must adhere to the guidelines outlined below to ensure that mobile phone use does not interfere with teaching, learning, or school operations.

MTS accepts no responsibility for any loss or damage to mobile phones while on school premises.

From the moment the student enters the school site through the perimeter gates, or in the case of the school buses, mobile phones should be switched off and out of site. We are a phone free site for students; phones should be placed in lockers or bags, never on the person.

Parent School Contract – Mobile Phone Usage

- Mobile phones are not allowed in school; however, students may use them at the end of the school day to contact parents. The school follows a BYOD policy, and students must adhere to safe device usage guidelines.

Mobile Phone Usage Guidelines

School Hours:

- Mobile phones must be switched off and out of sight during the school day from arriving on the school premises from 7:20am to leaving the school site from 3:05 PM. This includes; lessons, morning break, lunchtime, and Lead time, to prevent them from becoming a distraction.
- The above will be reinforced as students pass through the 'GEMS Gateway' (Blue line) at the front of school.
- Phones should not be used during the school day under any circumstances.

Contacting Parents:

- If parents need to contact their child urgently during school hours, they should call the School Reception; they must not attempt to call their child on their mobile phone.
- If a student needs to contact a parent, they may use the telephone at reception or in the Head of Year (HoY) office.

Before and After School:

- Students must not use their mobile phone once they are on the school site.
- Only after 3:05 PM in designated areas (Mobile Phone Zones) situated under the Arch Garden at the front of school and on the Tennis Courts at the back of school may the phones be used.

ECAs & Mustangs Participants:

- Students involved in Extra-Curricular Activities (ECAs) and Mustangs sports teams may use their phones only after 3:05 PM in the school's designated after-school 'Mobile Phone Zones'.

Sixth Form Policy

- Sixth Form students may use mobile phones only within the Sixth Form Centre (SFC).
- Phones must be put inside bags before leaving the SFC and should not be visible (e.g. in shirt/trouser pockets) anywhere else on school premises.

Sanctions for Misuse

If a student uses a mobile phone outside the permitted times or locations, the following consequences will apply:

1. First Offence:

- a. The phone will be confiscated for **24 hours** and must be collected by a parent from the main school reception – A ‘Red Line’ behaviour is issued (B4 and centralised detention).

2. Second Offence:

- a. The phone will be confiscated for **48 hours** and must be collected by a parent from the main school reception – A ‘High Red Line’ behaviour is issued (B5 and 1-day internal exclusion).

3. Third Offence:

- a. The phone will be confiscated for **one week**, with collection by a parent from the main school reception.
- b. An agreement is made with the parents that if the phone is to be brought into school, then it must be left with the Head of Year (HoY) and locked in the safe for the duration of the school day. - A second ‘High Red Line’ behaviour is issued (B5 and 2-day internal exclusion)
- Further breaches of this policy will result in the students being escalated up the Behaviour Escalation Framework (see behaviour policy).

Confiscated Mobile Phones

- If a staff member confiscates a mobile phone, it should be clearly marked with the student’s name and handed to a ‘School Reception’ staff member; it should then be recorded in the ‘MTS Mobile Phone Confiscation Logbook’.
- The member of staff will:
 - Record the incident in Go4Schools.
 - Contact the parents of the child informing them of the confiscation
 - Pass the phone to the School Receptionist for safekeeping until the end of the designated confiscation period.
- The reception staff will:
 - Lock the phone away in the mobile phone locker unit
 - Record the locker number the phone has been placed in within the ‘MTS Mobile Phone Confiscation Logbook’.
- Parents collecting their confiscated mobile phone must:
 - Visit the main school reception at the end of the confiscation period.
 - Provide their school parental ID as proof of ownership before collection.
- If a student has lost the privilege of bringing a mobile phone to school, they must:
 - Hand in their phone at the start of the day to the Head of Year (HoY).
 - Collect it from the HoY office at the end of the day.
 - Their Head of Year will be responsible for checking compliance.

Headphones

Students may use headphones during lessons only when explicitly directed by their class teacher, for purposes such as watching video materials or completing online exercises that support their learning. Headphones must be connected exclusively to their school-authorised IT device (e.g., MacBook or iPad) and not to a mobile phone. If a student breaches this rule, the mobile phone sanctions listed above will apply, ensuring consistent enforcement of the school's policies.

Headphones are not permitted within school at any time, other than directed lesson time.

Inappropriate Digital Communication and Consequences

Any transmission of vulgar, obscene, derogatory, or defamatory content via SMS, Instagram, Skype, WhatsApp, Snapchat, Facebook, X, or any other electronic platform will result in the immediate confiscation of the mobile phone and a complete loss of mobile phone privileges. Such behaviour will be addressed in accordance with the MTS Behaviour Policy and may lead to serious disciplinary consequences, including suspension and referral to the relevant authorities.

GEMS Metropole School maintains a zero-tolerance policy towards inappropriate digital communication, ensuring a safe and respectful environment for all students.

Smart Watches

In The Forest School and The Values School, smart watches are strictly prohibited. Students should not bring or wear smart watches during the school day under any circumstances.

In The Active School and The Future School, students may wear smart watches; however, they must not be connected to a mobile phone or used for any purpose beyond telling the time during the school day.

If a smart watch is used for messaging, notifications, calls, or any form of digital communication, it will be treated in the same way as a mobile phone breach. This includes immediate confiscation and sanctions, in line with our mobile phone policy.

Staff Mobile Phone Use

All staff at GEMS Metropole School are expected to model responsible digital behaviour and uphold the highest standards of professionalism at all times. To support a focused, safe, and distraction-free learning environment, the following guidelines apply:

- Mobile phones must not be used by staff during lesson time or whilst on duty, unless there is an emergency or explicit authorisation has been granted by a member of the Senior Leadership Team. The use of mobile phones during these times can compromise both student safety and the quality of teaching and learning.
- Personal mobile phone use should be limited to non-contact time, break times, or during planning periods and must take place in staff-only areas (e.g. staffrooms, offices).
- Staff must not use their mobile phones for communication with students or parents via unofficial channels. All communication should take place through school-approved platforms or channels.

Failure to adhere to these expectations may result in formal discussion with line managers and may be addressed through the staff professional conduct policy if necessary.

As trusted role models, staff play a vital role in promoting healthy digital habits and setting consistent expectations across the school community.

Mobile Phones and Wellbeing

The mobile phone policy at GEMS Metropole School (MTS) directly supports the school's commitment to wellbeing through the **PERMAH** model, which emphasises key factors such as positive emotions, engagement, relationships, meaning, accomplishment, and health.

1. **Positive Emotions:** By limiting mobile phone use and encouraging students to be present 'in the moment', the policy reduces distractions and promotes positive emotional states. Without the constant lure of social media or digital distractions, students can experience less stress and anxiety, fostering a more relaxed and focused learning environment.
2. **Engagement:** The policy ensures that students engage more fully in their lessons and activities by removing the temptation to check their phones. This focus on learning enhances concentration and flow, which is a critical aspect of the engagement strand of the PERMAH model.
3. **Relationships:** By restricting mobile phones during school hours, the policy encourages face-to-face interactions and supports the development of stronger peer relationships. It ensures that socialising occurs in person, helping students to build more meaningful connections and interpersonal skills.
4. **Meaning:** The policy reinforces the importance of attending to the present moment and respecting the school's rules, fostering a sense of belonging and purpose. It helps students recognise the value of school life and their responsibilities as members of the community, contributing to a deeper sense of meaning in their education.
5. **Accomplishment:** With fewer distractions, students are more likely to perform better academically, contributing to a greater sense of accomplishment. The ability to focus on tasks at hand supports the achievement of academic and personal goals.
6. **Health:** By promoting healthier digital habits and reducing screen time, the policy supports students' mental and physical health. Reduced mobile phone use helps prevent the negative impacts of excessive screen time, including eye strain and disrupted sleep, while also improving their emotional wellbeing.

This policy is designed to create a learning environment where students can thrive in all aspects of the PERMAH model, ensuring their overall wellbeing and success.

Evaluation and Review of the Mobile Phone, Headphones and Smart Watch Policy and Procedures

The Mobile Phone, Headphones and Smart Watch policy and procedures undergo a thorough evaluation and review on an annual basis to ensure they remain effective and relevant. This process actively involves key stakeholders, including the student body (student voice is captured through the Student Council, providing valuable insights and perspectives from the learners themselves), staff, and parent community, fostering a collaborative approach to policy development. Additionally, feedback from the Local Authority Board is gathered during subcommittee meetings, ensuring that all viewpoints are considered in shaping a well-rounded and impactful behaviour policy.

This policy will be reviewed by Joe Gannon (DHT Secondary) and Ed Staton (Vice Principal). At every review, the policy will be approved by Mr. Naveed Iqbal – Principal/CEO