



OXFORD INTERNATIONAL COLLEGE BRIGHTON

MOBILE PHONE AND PERSONAL DEVICES POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Pastoral Care and Student Welfare
POLICY IMPLEMENTED BY:	Deputy Principal Pastoral
REVIEWED BY:	Deputy Principal Pastoral
REVIEWED DATE:	June 2026
NEXT REVIEW:	June 2027

MOBILE PHONES AND PERSONAL DEVICES

Oxford International College (OIC) Brighton recognises both the benefits and risks associated with mobile phones and personal smart devices. Whilst technology can support communication, organisation and learning, unrestricted use of mobile phones can also create distraction, reduce face to face interaction, negatively affect wellbeing and present safeguarding concerns.

The College is committed to maintaining a calm, purposeful and respectful learning environment. In line with current UK Government guidance on mobile phones in schools, OIC Brighton operates a phone-free environment during the teaching day, with age-appropriate and proportionate arrangements for sixth form students.

The aims of this policy are:

- To promote high standards of focus, conduct and academic engagement.
- To reduce distraction caused by notifications, messaging and social media.
- To encourage healthy relationships and positive face to face communication.
- To support safeguarding and online safety.
- To provide clear and consistent expectations for students, staff and parents.
- To recognise the legitimate communication needs of boarders and international families.





DEFINITION OF PERSONAL DEVICE

For the purposes of this policy, personal devices include:

- Mobile phones and smartphones
- Smartwatches capable of messaging, calls or internet access
- Tablets and similar connected devices
- Earbuds or headphones where linked to phone use
- Any future equivalent personal communication technology

PRINCIPLES

- Students may bring mobile phones to College at their own risk.
- Devices remain the responsibility of the owner at all times.
- The College cannot accept responsibility for loss, theft or accidental damage unless caused by proven negligence.
- Phones must never be used to bully, intimidate, harass, film or photograph others without permission.
- During examinations, phones are strictly prohibited unless specifically authorised.
- Students must comply promptly with any reasonable staff instruction regarding use or storage of devices.

COLLEGE DAY EXPECTATIONS

Unless specifically permitted below, the College campus is phone-free from 8.20am to 5.30pm Monday to Friday, and from 8.20am to 12.30pm on Saturdays where applicable.

YEARS 9 To 11

Boarding Students:

- May collect phones from boarding staff from 7.30am for brief family communication and breakfast use.
- Must hand phones back to boarding staff between 8.10am and 8.20am.
- Phones will be stored securely until the end of the College day.
- Phones are also handed in overnight in accordance with boarding routines.

Day Students:

- Must hand phones at reception between 8.10am and 8.20am.
- Phones may be collected between 4.30pm and 5.30pm.

SIXTH FORM (YEARS 12&13)

Sixth form students are expected to demonstrate maturity and model positive standards for younger students.

Boarding Students:

- Should leave phones in boarding rooms during lessons and formal College commitments.
- May access phones during independent study or free periods where appropriate.
- May use phones in the designated sixth form area only (Ainsworth Common Room).

Day Students:

- Should store phones in lockers during lessons and formal College commitments.
- May use phones in the designated sixth form area (Ainsworth Common Room) during break times or free periods.



All Sixth Form Students:

- Must not use phones in view of younger students during the College day.
- Must comply immediately with any staff instruction regarding appropriate use.

DESIGNATED AREAS

The Ainsworth Common Room is the designated phone-use area for sixth form students during the College day. Other communal areas, including mixed-age common rooms, remain phone-free unless expressly authorised.

CONTACTING HOME DURING THE DAY

Students needing to contact home during restricted hours should report to Student Services or Main Reception, where reasonable support will be provided.

FILTERING AND MONITORING

The College uses appropriate filtering and monitoring systems in accordance with safeguarding duties and Keeping Children Safe in Education.

This may include:

- Restriction of social media during the teaching day.
- Restriction of gaming sites during study hours.
- Age-appropriate differentiated access.
- Monitoring of College network usage.

Students must not attempt to bypass College filtering systems, including through VPN use or alternative networks.

SAFEGUARDING AND ONLINE SAFETY

Misuse of mobile phones may constitute a safeguarding concern. This includes, but is not limited to:

- Cyberbullying
- Sharing indecent, offensive or harmful material
- Harassment or intimidation
- Sexting or image-based abuse
- Online exploitation or coercion
- Accessing extremist or harmful content



Any concern should be reported immediately to a member of staff, House Parent, Head of Boarding or the Designated Safeguarding Lead.

SANCTIONS AND CONFISCATION

Where students breach this policy, sanctions may be applied in line with the College Behaviour Policy. These may include:

- Reminder or warning
- Confiscation until the end of the day
- Confiscation for a longer fixed period
- Parent collection of the device
- Reflection (escalated if repeat offence)
- Loss of privileges
- Boarding restrictions
- Further disciplinary action for repeated or serious breaches

Refusal to hand over a phone, dishonesty, concealment or repeated non-compliance will be treated seriously.

REASONABLE ADJUSTMENTS

The College recognises that some students may require specific arrangements for medical, wellbeing or educational reasons. Any adjustments should be agreed in advance with senior pastoral staff.

PARENTS AND GUARDIANS

Parents are asked to support the College by:

- Avoiding direct contact with students during lessons where possible.
- Contacting Reception for urgent messages.
- Reinforcing healthy digital habits at home.
- Supporting sanctions where expectations have not been met.

RECORDING AND REVIEW

Serious breaches, safeguarding concerns or repeated misconduct may be recorded on appropriate College systems.

This policy will be reviewed annually, or earlier if operational experience or statutory guidance requires.



ACCEPTABLE USE POLICY

This Mobile Phones and Personal Devices Policy should be read alongside the College Acceptable Use Policy, which applies to all digital technologies, networks and online behaviour.

Where students are permitted to possess or use a mobile phone or personal device, they remain subject to the expectations set out in the Acceptable Use Policy. This includes, but is not limited to:

- Respectful and appropriate online communication.
- No cyberbullying, harassment or intimidation.
- No unauthorised photography, audio or video recording.
- No attempts to bypass College filtering or monitoring systems, including VPN use.
- No access to inappropriate, harmful or unlawful content.
- Appropriate use of AI, digital platforms and College systems.
- Protection of passwords, accounts and personal data.

Any misuse involving digital conduct may be addressed under both this policy and the Acceptable Use Policy, in addition to the College Behaviour and Safeguarding procedures.

OTHER RELEVANT POLICIES

- Behaviour, Rewards and Sanctions Policy
- Safeguarding and Child Protection Policy
- Online Safety / Acceptable Use Policy
- Boarding Handbook
- Examinations Policy