

Mobile Phones, Smart Devices and Bring your own Device Policy

Scope:	Whole School (Including Boarding)
Release date:	September 2026 <i>linked to updated KCSIE released September 2026</i>
Author:	Senior Deputy Head Senior School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at Michaelmas Term Edcomm Meeting)</i>
Review date	September 2027

Summary of Updates

Page	Updates/Changes
New policy	

Linked documents

This Policy should be read in conjunction with the following published documents

- SEND Policy (A2)
- Behaviour Policy (A4)
- Safeguarding and Child protection Policy (A6)
- Child-on-Child Abuse Policy
- Online Safety Policy (A8) (including ICT Acceptable Use Appendix)
- Complaints Policy (A14)
- Teachers' Guide
- Who to Talk To (document for pupils)

Definition

- A Mobile Phone or Smart Device is defined as any device that is capable of phone calls, messaging and accessing the internet outside of the school's WiFi provision (e.g. it is sim enabled). This includes but is not limited to Mobile Phones, Sim enabled tablets, Smart Watches and Smart Glasses.
- Staff Every member of Staff, whether paid or unpaid, including volunteers, agency or supply staff, Directors and Advisory Committee members.

- The School Day – Generally this applies to anytime a pupil is on site (excluding boarding houses) or under the auspices of the school (e.g. a sports fixture or trip) from 0745 until 1730.

Acronyms

N/A

Availability

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office/Pupil Services Team.

Introduction

The School is committed to providing a calm, safe and purposeful learning environment that promotes pupil wellbeing, concentration, positive relationships and academic achievement.

In accordance with Department for Education statutory guidance, the school operates as a mobile phone-free environment for the majority of pupils throughout the school day. The use of mobile phones and other smart devices is restricted to minimise distraction, reduce the risks associated with online activity and support a positive school culture. [Mobile phones in schools - GOV.UK](#)

Scope

This Policy applies to:

- Mobile phones,
- Smartphones,
- Smart watches with communication capability,
- Earbuds and headphones connected to smart devices,
- Tablets,
- Laptops and Chromebooks,
- Any device capable of sending or receiving messages, accessing the internet, recording audio/video or receiving notifications.

Aims

The Policy seeks to:

- Ensure pupils remain focused on learning,
- Reduce distractions during the school day,
- Promote positive social interaction,
- Safeguard pupils from online harms,
- Support a respectful and welcoming school environment,
- Ensure consistency of expectations across the School.

Staff

As an educational setting that includes EYFS it is a requirement that the School has a policy on staff use of mobile devices. The School recognises that personal mobile phones have the potential to be used inappropriately and therefore has extended this requirement to a whole school policy to outline the required protocol for all staff and parents/carers.

Our Policy on use of mobile phones, and other smart devices cameras and sharing of images is set out in Appendices B, C, D, E and H of the Online Safety Policy and is reviewed annually.

- The School allows staff to bring in personal mobile telephones and devices for their own use,
- All Staff must ensure that their personal mobile telephones/devices are left inside their bag or in a pocket throughout contact time with children,
- Personal Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in a designated staff area. If Staff have a personal emergency, they are free to use the School's phone or make a personal call from their mobile in a designated staff area of the setting, e.g. a staff room,
- Members of staff are not to contact parents using their personal devices (unless the caller ID is withheld or if using the WEBEX app) except for dire emergencies e.g. emergency contact with parents required and there is a malfunction of landlines due to power cuts,
- Members of the Sports Department, Boarding Staff and Staff on trips, including residential may need to use their mobile for work purposes e.g. to confirm attendance of a pupil at the astro-turf or on a fixture. In these exceptional cases phones must not be used for personal reasons.
- Staff who are on the EST (CI Alert Group) May have their phones to hand to monitor for any alerts.
- Users bringing personal devices onto site must ensure there is no inappropriate or illegal content on the device. Further guidance on this is laid out in Appendix C of the Online Safety Policy,
- EYFS specific: Parent permission is sought before photos are taken using the school iPads for use within the Tapestry programme where pupil development is tracked,
- Staff who have School provided Mobile Devices e.g. Boarding Staff, should only use such devices for professional purposes and minimise the need for use in front of pupils.

EYFS (Kindergarten and Reception) and Prep School

All EYFS and Prep School pupils in Prep 1-5 are not permitted to bring a mobile phone to school.

Prep 6 pupils may bring a phone to school but must hand it in at Pupil Services each morning and collect it again at the end of the school day

1st-5th Form (Years 7-11)

Mobile Phones

Pupils in 1st to 5th Form may bring a mobile phone to school for use during their journey to and from school.

Upon arrival on the school site:

- Mobile phones must be switched off,
- Mobile phones must be secured in the pupil's assigned locker,
- Mobile phones must remain in lockers for the duration of the school day,
- Mobile phones must not be accessed until the pupil leaves the school site at the end of the day.

The School therefore operates a mobile phone-free environment for pupils in 1st to 5th Form.

School iPads

Pupils will use School-issued iPads during the school day.

These devices:

- Must be used solely for educational purposes,
- Must be used only when authorised by a member of staff,
- Must comply with the School's ICT Acceptable Use Policy.

Use of Devices Around the School

No device may be used:

- In corridors,
- Whilst moving around the school site,
- Whilst queueing for lessons,
- Whilst waiting outside classrooms unless directed by a member of staff.

Breakfast/Lunchtime/Break/Coffee Club Arrangements

- All devices, including school iPads, are prohibited during lunch at dining tables in Skelton Hall as pupils are expected to engage respectfully with staff and peers during a sit-down meal,
- Only school devices may be used at breakfast club and coffee club as this policy is in place from 0745-1730,
- Homework Club attendees may have their phone in their pocket and use it to arrange pick up and receive calls and communications from parents regarding their collection,
- 5th Form (year 11) Pupils may use their iPads on the Soft Seating in Skelton Hall,
- All Pupils may use their iPad if sat on the Terrace or in the Outdoor Classroom, they may also use them if in classrooms or around the school site on benches etc,
- All use of iPads must be in-line with the Acceptable Use Policy.

Sixth Form and Pre-A Level Students (Years 12 and 13)

The School recognises that Sixth Form education involves increasing independence and responsibility. In line with statutory guidance, limited access to mobile phones is permitted in designated Sixth Form areas only.

Mobile Phones

Sixth Form and Pre-A Level students may carry a mobile phone in their bag during the school day provided that:

- The phone is switched off or set to silent,
- The phone is kept in their bag,
- The phone is not visible whilst moving around the school,
- The phone is not used in lessons unless specifically authorised under an agreed adjustment or support plan,
- Mobile phones may not be used for research purposes during lessons.

Bring Your Own Device (BYOD)

All Sixth Form and Pre-A Level students are expected to bring a suitable personal device for use in lessons.

Acceptable devices include:

- Laptops,
- Tablets,
- Chromebooks.

Devices with mobile phone functionality or SIM-card communication capability are not permitted for lesson use

Use of personal devices must comply with:

- The Acceptable Use Policy,
- Staff instructions and expectations.

Permitted Sixth Form Mobile Phone Use

Sixth Form students may use mobile phones only:

- In Café6,
- In the Collaborative Study Room,
- At the discretion of the Sixth Form Team..

Use in these spaces must be:

- Respectful,
- Appropriate,
- Consistent with School values,
- Ceased immediately if requested by staff.

Prohibited Areas

Sixth Form students must not use mobile phones:

- In teaching areas,
- In corridors,
- Whilst moving between lessons,
- Whilst queueing for lessons,
- In Skelton Hall,
- In any area designated by staff as phone-free.

This expectation includes times before registration and during all taught sessions unless specifically authorised.

Smart Watches, Earbuds and Headphones

Smart watches capable of communication, messaging, internet access, photography or recording will be treated as mobile phones under this policy.

Earbuds and headphones:

- Must not be worn while moving around the school site,
- May only be used when specifically authorised by staff,
- Must not be used in Skelton Hall.

Medical Needs, SEND and Reasonable Adjustments

The School recognises its duties under the Equality Act 2010 and its responsibilities to support pupils with medical conditions.

Exceptions to this Policy may be authorised where:

- A pupil requires access to a device because of a disability,
- A mobile phone is required to support a medical condition,
- A device forms part of an Education, Health and Care Plan (EHCP),
- There are other exceptional circumstances identified by the School.

Examples may include:

- Diabetes monitoring systems,
- Assistive technology,
- Communication aids.

Any such arrangements will be agreed with parents, relevant staff and, where appropriate, external professionals.

Contact During the School Day

From drop off at school until 1610 parents wishing to contact their child during the school day should do so through the School Office. Where necessary, messages will be passed to pupils promptly. They can also send an email to their school email address; however, they should not expect a response during lesson time. Pupils and parents can communicate using mobile devices from 1610 to arrange collection times and locations.

Similarly, pupils wishing to contact parents during the day should do so through the School Office unless an alternative arrangement has been agreed or use their school email at break or lunchtime.

Breaches of the Policy

Failure to comply with this policy may result in sanctions in accordance with the School Behaviour Policy.

Sanctions may include but are not limited to:

- Confiscation of the device,
- Detention,
- Isolation,
- Parent communication,
- Other proportionate sanctions deemed appropriate by the School,
- Repeated breaches will be treated more seriously and may result in escalating sanctions,
- Where the use of devices facilitates any form of Child-on-Child abuse pupils should expect serious sanctions to be implemented.

Searching and Confiscation

All searches and confiscation will be carried out in accordance with the School's Behaviour Policy.

Away and Neutral Sports Fixtures and School Trips

These occurrences take place away from the school site and as such will have their own expectations for use of Devices. These will be decided on a case-by-case basis and in consultation with the appropriate Senior Deputy Heads (Senior and Prep). Expectations will be communicated to parents and pupils ahead of the fixtures or trips through school letters and briefings. Any decisions made will consider the following:

- Age of pupils,
- Location of trip,
- Travel time,
- Security,
- Nature of trip.

Boarding

Boarders have free use of their devices in their free time and must use the School WiFi for any internet use. After lights out pupils must not use devices. Devices can be taken in by boarding staff at the request of parents/guardians. All use of devices must be in line with the School's Acceptable Use Policy.

Responsibilities

Pupils

Pupils are expected to:

- Follow this policy at all times,
- Use technology responsibly,
- Respect staff instructions,
- Report concerns relating to online safety or misuse of devices to a member of staff.

Staff

Staff are expected to:

- Apply the policy consistently,
- Model appropriate device use,
- Challenge breaches promptly and respectfully,
- Report safeguarding concerns where necessary in accordance with the school's Safeguarding and Child Protection Policy.

Parents

Parents are expected to:

- Support the School's mobile phone-free environment,
- Reinforce policy expectations at home,
- Contact pupils through Pupil Services or pupil school email addresses where communication is required during the school day.