



Mobile Phones & Devices Policy

Review Responsibility: Assistant Headteacher – Attendance & Behaviour

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Introduction & Aims

At Borden Grammar School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

Relevant Guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Use of Mobile Phones by Pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day. However, we appreciate that mobile phones are an important safety measure to allow communication with parents during travel to and from school. Therefore, we have chosen not to ban mobile phones from the school site completely to facilitate this.

At Borden Grammar School, we adhere to a strict **"On Site, Out of Sight, Off"** policy. This means that pupils should have their mobile phones off at all times whilst on school site. Mobile phones must also be out of sight in a bag when students enter the gates in the morning, until they leave the gates in the afternoon. Students cannot hold phones on their persons, including pockets.

Use of Smartwatches by Pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Students are permitted to wear smartwatches in school, but any use of these as a communication device is strictly prohibited.

Use of Headphones by Pupils

Headphones are treated in the same manner as mobile phones. We follow a strict **“On Site, Out of Sight, Off”** policy with headphones of any kind.

Use of Smart Glasses & Other Smart Devices

In line with our Online Safety Policy, smart devices such as smart glasses that record images are not allowed on site. It will be at the discretion of a member of the Leadership team if a device falls under this category.

Exceptions

Sixth Form students are afforded a number of concessions due to their age. Sixth Form students are expected to follow the rules outlined in this policy in any area of the school where KS3 or KS4 students are present to provide a good example. They are permitted to use their mobile phones in any Sixth Form designated area during break and lunch only. For Year 12 and 13 lessons only, provided there is a strong curriculum beneficial reason, students may use their phone in lessons with permission of the teacher, the teacher will first speak with the Deputy Headteacher to confirm justification of use.

Some students have educational or medical needs that require additional support via their mobile phone. In these circumstances, students may be permitted to use their mobile phones for this purpose. Any students with this concession will have it clearly outlined on their Pastoral or SEN support plan, with specific areas designated for use.

Sanctions

All sanctions given will be reasonable and proportionate. Students who do not adhere to our **“On Site, Out of Sight, Off”** policy will have their phone confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006). This includes if a mobile phone is heard or seen whilst on school site (becoming a banned item) or is suspected to have been used to breach the behaviour policy (becoming a prohibited item).

- Any staff member can confiscate a students’ mobile phone.
- Students are expected to comply with any request for mobile phone confiscation; refusal to hand their phone over will result in further consequences.
- Students may be searched for their mobile phone if deemed necessary (see Searching, Screening & Confiscation policy)
- Confiscated mobile phones will be taken to reception, stored in a named envelope, and can be collected at the end of the school day.
- Incidents of confiscation will be logged as a behaviour point.
- Persistent confiscation will result in further sanctions.
- Mobile phones may be searched if suspected to have been used to breach the Behaviour Policy.

Loss, Theft or Damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately stored when not in use. We advise that students do not bring mobile phones to school to ensure they are not lost or damaged.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. This disclaimer is shared with all pupils and staff within the Student Expectations.

When a mobile phone is confiscated, the school becomes responsible for loss, theft or damage. Therefore, all confiscated mobile phones must be taken to reception and stored in a named envelope until they are collected. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

Appendix 1 - Bring Your Own Devices Policy

1. Introduction & Aims

This policy sets out the rules, responsibilities, and guidelines for Sixth Form students bringing personal electronic devices onto the Borden Grammar School site.

The primary purpose of allowing personal devices at school is purely educational. This agreement aims to:

- Support Sixth Form students in developing independent study habits and utilising digital learning tools.
- Safeguard all members of the school community through active filtering and monitoring.
- Protect the security, data privacy, and integrity of the school's network infrastructure.

2. Eligibility & Permitted Devices

- Sixth Form Access Only: Bring Your Own Device (BYOD) privileges are granted strictly to Sixth Form students (Year 12 and Year 13). Key Stage 3 and Key Stage 4 pupils are strictly prohibited from bringing or using personal learning devices on site.
- Permitted Devices: Eligible students may bring personally owned laptops or tablets.
- Mobile Phones, Smartwatches & Other Smart Devices (such as glasses): Standard mobile phones and smartwatches remain strictly governed by the main Borden Grammar School Mobile Phones & Devices Policy

3. Network Connection, Filtering & Security

- Mandatory School Wi-Fi: All personal devices brought on site **MUST** be connected exclusively to the official Borden Grammar School Wi-Fi network. Connecting via school Wi-Fi ensures that the school's statutory filtering and monitoring systems are active at all times to protect students.
- Prohibition of Unfiltered Access: Students are strictly prohibited from using cellular data connections (3G/4G/5G), mobile hotspots, personal phone tethering, Virtual Private Networks (VPNs), or proxy servers while on school premises. Bypassing school network security is a critical safeguarding breach.
- Software & Antivirus Requirements: Students must ensure their personal device has an up-to-date operating system, current security patches, and active antivirus software installed before connecting to the school network.
- Cloud Storage: To prevent data loss and ensure work remains secure, students must save all schoolwork directly to their school Google accounts rather than to local device drives.

4. Location & Usage Rules

- Designated Sixth Form Areas: Personal devices may be used for educational and study purposes within designated Sixth Form areas (e.g., the Sixth Form Work Room) during non-teaching time, break, and lunch.
- Classroom & Lesson Use: Use of personal devices during lessons is permitted only at the explicit discretion and direction of the subject teacher for specific educational tasks. Teachers will confirm necessary curriculum justifications prior to granting approval.
- Exclusion Areas: Devices must not be visible or used in any area of the school where Key Stage 3 or Key Stage 4 students are present.
- Camera & Recording Restriction: Students **MUST** physically cover all cameras, webcams, and recording elements on their devices (using a sliding webcam cover, opaque cover, or sticker) while on the school site. Taking photos, recording audio, or filming staff or students without explicit authorisation is strictly forbidden and if students are found in breach of this, will be sanctioned in line with the Behaviour Policy.
- Non-Educational Activities: Playing games, streaming non-educational video content, or engaging in personal social media activity during study periods or lessons is strictly prohibited.

5. Health, Safety & Charging

- Device Charging: Devices **MUST** be brought to school fully charged each day.
- No On-Site Charging: Students are not permitted to plug personal devices or chargers into school electrical mains sockets. School sockets are strictly reserved for Portable Appliance Tested (PAT) school equipment.

- **Device Condition:** Students must regularly inspect their devices to ensure they are free from health and safety defects (e.g., frayed cables, cracked screens, exposed bare metal, or swollen batteries). Damaged equipment must not be brought onto school grounds.

6. Liability, Security & Insurance

- **Student Responsibility:** Students bring personal devices to school entirely at their own risk. They are solely responsible for the care, physical security, and safe transportation of their devices.
- **No Secure Storage:** Borden Grammar School provides no dedicated or secure storage facilities for personal electronic devices. Devices should remain with the student at all times.
- **School Liability Disclaimer:** Borden Grammar School accepts no liability or responsibility for any loss, theft, hardware damage, or software failure/data loss involving personal devices on school premises, during school trips, or during travel to and from school.
- **Insurance:** Parents/carers are strongly advised to ensure that personal devices are adequately covered under home contents or dedicated personal possessions insurance policies.

7. Misuse & Sanctions

Using a personal device at school is a privilege, not a right. Failure to adhere to this BYOD policy will result in disciplinary action under the school's Behaviour Policy and Searching, Screening & Confiscation Policy, including:

- Immediate confiscation of the device in accordance with the school's Mobile Phones & Devices Policy (stored at reception in a named envelope until the end of the school day).
- If the school suspects the device has been used for inappropriate/safeguarding reasons, they have the right to confiscate and search the device or refer it to the police in line with the school's Searching, Screening & Confiscation Policy.
- Logging of behaviour points.
- Temporary or permanent revocation of BYOD privileges and school network access.
- Further formal disciplinary measures in cases of severe breaches (e.g., circumvention of network security, unauthorised recording, or cyberbullying).

8. Frequently Asked Questions (FAQs)

Question	Guidance
Which students are permitted to use BYOD devices?	Only Year 12 and Year 13 Sixth Form students may bring personal study devices.
Which devices are approved for study?	Laptops and tablets. Mobile phones remain subject to standard school rules.
Can I connect using my 4G/5G mobile connection?	No. All connections must go through the school Wi-Fi to ensure required filtering and monitoring take place.
Why must my camera/webcam be covered?	To safeguard all students and staff and protect privacy across the school community.
Can I charge my laptop in the classroom?	No. Devices must be fully charged at home. School sockets are restricted to PAT-tested equipment.
Can I use my personal laptop during formal examinations?	No. Examination concessions require strict, pre-approved regulations using school-provided equipment managed via the SEN/Exams department.

9. BYOD Student & Parent/Carer User Agreement

To gain permission and access for a personal device on site, both the student and their parent/carers must read this

policy and complete [this Google form](#) to confirm agreement.

Student Declaration

- I have read, understood, and agree to abide by the Borden Grammar School BYOD Policy.
- I understand that access to the school network is a privilege that requires responsible behavior.
- I understand that contravening this policy will lead to appropriate sanctions and/or confiscation, searching and screening.
- I agree to connect my device **only** to the school Wi-Fi network and will not attempt to use mobile data, hotspots, VPNs, or proxies on site.
- I agree to keep my webcam/camera covered at all times while on school grounds.
- I acknowledge that I am solely responsible for the safety, care, and security of my device.

Parent/Carer Approval & Disclaimer Confirmation

- I give permission for my son/daughter to bring a personal learning device to Borden Grammar School under the conditions specified in this policy.
- I acknowledge and accept that my son/daughter will be sanctioned in line with the school's Behaviour Policy and/or Searching, Screening & Confiscation Policy if they contravene the BYOD Policy.
- I understand that the student is solely responsible for the care, security, and safety of their device.
- I acknowledge and accept the school's disclaimer that Borden Grammar School accepts no liability for loss, theft, or damage to personal devices brought onto school premises.