

Date: September 2025
Review date: September 2027



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

**MOBILE DEVICE
POLICY
FOR ACCEPTABLE USE**

This policy applies only to all staff and pupils in the Senior School. Pupils in the Junior School are required to hand in their mobile phone to the School Office on arrival.

Aims

The school recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within school.

Expectations

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: *Anti-Bullying, Behaviour and Discipline*, and *Safeguarding and Child Protection*.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times. The school accepts no responsibilities for the loss, theft, damage or breach of security of such items on school premises.
- In accordance with DfE guidance and GDST policy, GDST schools are mobile phone free for pupils up to Year 11. Arrangements for Sixth Form students reflect their increased independence and maturity, however, any access to mobile phones for Years 12 and 13 will remain clearly defined, limited in time and location, and grounded in the school's behaviour policy.
- The sending of abusive or inappropriate messages/content is forbidden by any member of the community; any breaches will be dealt according to the behaviour policy.
- The sending of abusive or inappropriate messages/content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt according to the relevant behaviour and safeguarding policies.
- All members of the community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school behaviour or *Safeguarding and Child Protection* policies.

Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that the use of personal phones and devices takes place in accordance with the law, as well as relevant school policy and procedures, such as: *Confidentiality, Safeguarding and Child Protection, Data Security and Acceptable Use Agreements*.
- Personal digital recording devices must not be used for taking, editing or transferring images or videos of pupils.
- Staff must lead by example and not use their mobile phones to either receive calls or check emails around the school site. There are reasonable exceptions to this within the working of the school for example for safeguarding and or medical emergencies, for staff communicating in locations that lack a phone.
- Staff are permitted to make personal calls during their break times in a location that is not populated by pupils, and in cases emergency calls can be directed to the School Reception.

Pupils' Use of Personal Devices and Mobile Phones

- I.1. Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- I.2. Pupils in Y7-11 may bring a phone into school but they must put their mobile phones in their Yondr pouches by 8.35am during registration which will be supervised by the form tutor. The phone should be switched off. The pupil's phone will be kept inside the locked Yondr pouch in the pupil's school bag for the duration of the school day.
 - I.1. If a pupil arrives late they must lock their phone in their Yondr pouch under the supervision of the receptionist.
 - I.2. Pupils will be made aware of the consequences of breaching this requirement, according to the appendix A below.
 - I.3. If a pupil needs to contact her parents or carers they must make arrangements to do so via the school office.
 - I.4. Parents are reminded that in cases of emergency, the School Office remains the first point of contact and staff can ensure that your child is reached immediately and assisted appropriately. Parents are reminded that they are not to contact their child via mobile phone during the school day.
 - I.5. The Sixth Form can have their phones on their person and are allowed to use them within designated Sixth Form spaces (Cafe Sixth, Common & Quiet Rooms). Mobile devices should not be used or visible when moving around the school site.
 - I.6. Headphones should not be worn when moving around the site during the school day unless permission is granted for a neurodivergent pupil.
 - I.7. Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's grade in that examination or all examinations being nullified.
- If a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place and an appropriate sanction will be issued in line with the school's Behaviour For Learning Policy.
 - Searches for and of mobile phone or personal devices will only be carried out in accordance with the relevant government guidance.
 - Schools are not required to inform parents before a search takes place or to gain consent for a search for a prohibited item, or item which a member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person.
 - A search without consent will only be conducted by a member of staff of the same sex as the pupil being searched and authorised by the Head. There will also be a member of staff acting as a witness who will also, if possible, be of the same sex. A pupil's possessions will only be searched in the presence of the pupil and a witness.
 - Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.
 - If the member of staff conducting the search suspects they may find an indecent image of a child, they should never intentionally view the image, or copy, print, share, store or save such images. The member of staff should confiscate the device, avoid looking at it and refer the incident to the DSL.

- If there is a suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- The confiscation and searching of a phone or other digital device will normally be carried out in consultation with a senior member of staff.

1.8. Using mobile devices to bully or threaten other students is unacceptable and will not be tolerated. It is forbidden for pupils to target others and use their mobile devices to take videos and pictures to denigrate and humiliate that student and then send or upload pictures to a website or app for public viewing. This includes using mobile devices to photograph or film any pupil or member of staff without their consent. The mobile device will be confiscated and disciplinary action will be taken. It is a criminal offence to use a mobile device to menace, harass or offend another person.

Theft or damage

The school is unable to accept responsibility for replacing lost, stolen or damaged mobile devices, either in school or whilst travelling to/from school. We advise that all devices are insured by the parents.

It is essential that students use passwords/pin numbers to ensure that unauthorised communications cannot be made on their devices (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential.

Appendix A: Procedures and sanctions for mobile phone use in the school setting.

Junior School

- Any Junior School pupil with a mobile phone, will hand it in to reception when they arrive to the building. They can collect their phone when they are finished with their school business for the day

Years 7 – 11

- Pupils must ensure that the pouch is locked on the journey to and from school to prevent damage and will be required to unlock their pouch once they arrive in school.
- Pupils are expected to demonstrate, to their form tutor, that their phone is placed inside their Yondr pouch and lock the pouch in the presence of their form tutor.
- Pupils who have forgotten their pouch at home on the day will be asked to hand their mobile phone in to their form tutor and collect it from reception at the end of the school day.
- Where pupils repeatedly forget to bring in their pouch it will be considered lost and a replacement must be purchased.
- Pupils who have forgotten their phone at home on the day will be asked to hand their mobile phone in to their form tutor and it will be handed into reception who will call home and notify parents. A record will be kept of pupils who forget to bring in their phones.
- Pupils whose Yondr pouches are damaged will be issued with a new one, and parents will be charged for the replacement. A damaged pouch or one that has been tampered with is vulnerable and therefore can potentially be opened
- Inadvertent damage is highly unlikely. Pupils have been told that intentional damage includes:

-Bent pins

-Deep scratches on the plastic globe and the surrounding green ring

-Intentional pen marks on the inside

-Pin and button not fully recessing

-Cut/torn pouch

- In the extremely unlikely event of accidental damage, pupils must report this to their Head of Year immediately.
- Pupils who lose their Yondr pouch will be issued with a new one, and parents will be charged for the replacement.

- Pupils found to have breached the rules around phone use (e.g. having not locked the pouch, accessing the phone during the day, intentionally damaging the pouch, etc.) will be subject to escalating sanctions.
- 1st offence: Phone to be confiscated until the end of the day; after-school SLT detention to be served.
- Subsequent offence: Phone to be confiscated and the parent will be asked to collect the phone from school. More serious sanctions to be applied on a case-by-case basis. This may include being placed on behaviour report, a home school agreement or suspension. A meeting with the Head Teacher will be requested. Additionally, a pupil's phone will be handed in at reception every morning for two weeks.
- *If a second phone is found, this un-pouched phone will be confiscated and the parent will be asked to attend a meeting with the Head Teacher and a serious sanction will be applied.
- A pupil whose phone rings or makes other noises during the school day will be required to go to reception to unlock the pouch, in order to turn the phone off and then relock the pouch. They will be issued with a conduct mark.

Visitors' Use of Personal Devices and Mobile Phones

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's *Acceptable Use Agreement* and other associated policies, such as *Anti-Bullying* and *Safeguarding and Child Protection policies*.
- The school will ensure appropriate signage and information is provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL of any breaches of school policy.

For parents

This policy applies to all parents.

- There is no requirement or expectation for any pupil to have a mobile phone in school.
- Should your daughter need to contact you during the working day whilst your daughter is in lessons or an activity (and thus unable to use her 'phone), or indeed you her, then it should be done via the school reception. Parents are reminded that in cases of emergency, the School Office remains the first point of contact and staff can ensure that your child is reached immediately and assisted appropriately.
- When pupils are away on fixtures, staff will be provided with school mobile phones and keep you updated if they are going to be significantly delayed. Staff will give permission to your daughters to make a call to you if they feel it is necessary.
- We would discourage parents from providing their daughter with a valuable phone as it is unnecessary. Students will be entirely responsible for looking after their phones.
- Certain school trips, in particular team building and or activity residentials, will have an automatic phone ban which we would ask parents to respect unless there are extenuating safeguarding circumstances that have been arranged with the Pastoral Leadership Team.
- During residential trips we ask parents to not communicate with their daughters via mobile devices. In case of emergency, parents should follow the trip procedures and contact the Trip Leader via Senior Management at school. We ask parents to reinforce to their children to speak to the Trip Leader in the first instance, as they act as *in loco parentis*, if they have any concerns during the duration of the trip.