

MOBILE PHONE AND ELECTRONIC DEVICES POLICY



THE GRANGE
SCHOOL

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MOBILE PHONE AND ELECTRONIC DEVICES POLICY



AIMS OF THE POLICY

- To safeguard students against online issues or bullying.
- To meet the governments expectation that schools are mobile-free.
- To ensure that students are making the most of the educational opportunities within The Grange.
- To encourage in person interactions whilst in school, encouraging a sense of community.
- To reduce the number of incidents involving mobile phones.
- Encouraging students to be more independent of technology rather than relying on it for their socialisation.

Students in the Sixth Form are encouraged to use their phone responsibly on the school site, mirroring our expectations of staff.

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following policies:

- Behaviour and Discipline
- Welfare and Safeguarding
- The Grange Junior School Home-School Agreement (Acceptable Use of IT)

REVIEW DATES AND APPROVAL

This policy is reviewed and approved by the Senior and Junior Leadership Team.

Last reviewed: Spring Term 2026

Next review: Spring Term 2028

Person responsible for review: Head of the Senior School

MOBILE PHONE AND ELECTRONIC DEVICES POLICY



From 2024, we introduced a policy requiring all students to use a school provided device to support their learning both inside and outside the classroom. These laptops come with insurance coverage as specified in the loan agreement. Unlike the previous approach, where parents provided the devices, the school will ensure uniformity and compatibility by supplying laptops that meet the requirements for accessing Microsoft 365, Firefly, and Zoom. This policy aligns with the school's current ICT Strategy

Junior School – RULES FOR MOBILE PHONES

In the event that students need to bring a mobile phone onto site, those Junior School students should hand their phone in to Form Teachers to securely store these during the school day:

- Students will hand their labelled mobile phones to tutors at the start of the day.
- Mobile phones will be stored in the form teacher's desk and secured throughout the day
- Staff reissue mobile phones at the end of each day
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YEARS 7 TO 11 – RULES FOR MOBILE PHONES

As with any valuables, we would not recommend expensive items come on to site as we do not insure for the property of individuals. However, we are aware that for safeguarding and travel arrangements, many of our parents allow their child to have a mobile phone for the journey to and from school.

In the event that students need to bring a mobile phone onto site, those in Years 7 to 11 should hand their phone in to tutors to securely store these during the school day:

- Students will hand their labelled mobile phones to tutors at the start of the day.
- On a piece of paper (a weekly record supplied by the office) tutors will note who they have mobile phones from so that there is a record for the beginning and end of each day.
- Tutors should also make a note of any damaged phones.
- Mobile phones will be stored in a locked and secured safe throughout the day.
- Staff can then reissue mobile phones to students at the end of the school day.

If a student is late to registration, students should hand their mobile phone into the office as soon as they arrive in school and sign in. They can collect it from the office at the end of the day.

If a student knows that they have an appointment during the school day or need to leave the school site before the end of the day (i.e. for a fixture), they should hand their mobile phone in at reception. They can collect their phone from the office at the end of the day.

In exceptional cases, a student may be given permission to have a mobile phone on them for mental health or safeguarding purposes. All exceptions have completed a request that has been approved by the pastoral team.

MOBILE PHONE AND ELECTRONIC DEVICES POLICY



These rules apply to children at the Junior School who bring a mobile phone in for Safeguarding or medical reasons.

Safeguarding and SEND considerations –

- School must make reasonable adjustments under the Equality Act.
- Some pupils may require phone access for :
 - Disability-related needs
 - Medical conditions (e.g. diabetes monitoring)
 - Other individual circumstances (e.g. young carers)
- Flexibility should be purpose-specific, time-limited and supervised, not blanket exemption.
- Misuse that raises safeguarding concerns must be addressed via our schools child protection procedures.

SIXTH FORM - RULES FOR ACCEPTABLE USE OF A MOBILE PHONE OR ELECTRONIC DEVICE IN SCHOOL BY STUDENTS

- When a member of staff has instructed the student to use a mobile phone or electronic device, this can include taking photos of class notes.
- When a student is using Firefly or another education-based app or website as part of a productive working atmosphere.
- Sixth Form students can have their mobile phone or electronic device out in the Common Room but they must be using the device appropriately, this can include music. It should not be visible to younger pupils.
- No student may take a mobile phone or electronic device (including smart watches) into a room where examinations are being held both internally and externally
- The security of the mobile phone or electronic device will always remain the student's responsibility.

RULES FOR ALL DEVICES FOR ALL STUDENTS

Irrespective of device, , personal gaming, or the use of social media is completely forbidden in school. Electronic devices should not be used during break, lunch, in the canteen, whilst walking around the site or on the field.

Mobile Phones or Camera's in EYFS –

All members of staff lock their mobile phones away before teaching or working in our EYFS. Only school devices are used to photograph the children as observations of their learning.

MOBILE PHONE AND ELECTRONIC DEVICES POLICY



Staff

Behaviour, sanctions and enforcement

- All staff must consistently enforce this policy.
- Staff should not use personal phones in front of pupils during the school day.
- Schools are explicitly backed by the DFE to enforce sanctions, including confiscation, for breaking this mobile phone and electronic device policy.
- Staff are legally protected from liability for loss/damage to confiscated devices, provided actions are lawful and proportionate.
- Mobile phones can be included as items subject to sea

CONSEQUENCES FOR THE CONFISCATION OF A MOBILE PHONE – SENIOR SCHOOL

Should a member of staff see a mobile phone, this will be confiscated. The phone or device will be handed to the main reception by the member of staff and can be collected by the student at 3.50pm.

In every case of confiscation, the pastoral team will follow up with the students to establish the reasons behind this and to encourage them to follow the rules in future. Should a student repeat this, students will be issued detentions for this – firstly a breaktime with their form tutor, then a lunchtime with their Pastoral Lead or Deputy Head of Section and finally an after school with their Head of Section. In the case of another confiscation, the student and their parents will be invited into school to discuss this with members of the Senior Leadership Team.

CONSEQUENCES FOR THE INAPPROPRIATE USE OF AN ELECTRONIC DEVICE – SENIOR SCHOOL

Students who become repeat offenders for misuse of an electronic device will be banned from bringing this electronic device into school. Pastoral Lead/Deputy Head of Section will liaise with the student and parents to confirm this device has not come into school. The length of the ban will be determined by the Pastoral team.

CONSEQUENCES FOR THE CONFISCATION OF A MOBILE PHONE – JUNIOR SCHOOL

Should a member of staff see a mobile phone, this will be confiscated. The phone or device will be handed to the Form Teacher by the member of staff and can be collected by the student at the end of the school day.

In every case of confiscation, the Form Teacher will follow up with the students to establish the reasons behind this and to encourage them to follow the rules in future. Should a student repeat this, students will be issued an appropriate consequence in accordance with our Behaviour Policy.

MOBILE PHONE AND ELECTRONIC DEVICES POLICY



THE GRANGE
SCHOOL

CONSEQUENCES FOR THE INAPPROPRIATE USE OF AN ELECTRONIC DEVICE – JUNIOR SCHOOL

Students who become repeat offenders for misuse of an electronic device will have their iPad removed by a member of the Junior School Leadership Team and be issued an appropriate consequence in accordance with our Behaviour Policy.