

Mobile Phone & Devices Policy – Whole School

11g(i)

Responsible for Initiating Review of Policy	Assistant Head Academic and DSL
Committee to Review	Senior Leadership Team (SLT)
Last Review Date	August 2026
Review Period	Annually
Approved by Board of Governors	Autumn Term 2026
Effective Date of Policy	August 2026
Next Review Date	August 2027
Related Policies	Acceptable User Policy AI Policy Anti-Bullying Policy Behaviour Policy Safeguarding Policy Relationships and Sex Education Policy Rewards and Sanctions Policy Student Code of Conduct Online Safety Policy Low Level Concerns Policy Data Protection Policy Complaints Procedure Searching Screening & Confiscation Policy

Purpose

Technology plays an important role in education and everyday life. Burgess Hill Girls is committed to helping students develop the knowledge, skills and judgement needed to use technology safely, responsibly and positively.

Our Away for the Day approach supports:

- positive digital habits
- student wellbeing and mental health
- face-to-face communication and relationships
- learning and engagement in school
- safe and responsible use of technology

This policy should be read alongside the school's Safeguarding Policy, Online Safety Policy, Acceptable User Policy, Behaviour Policy and AI Policy.

Safeguarding

The school has a duty to safeguard and promote the welfare of all students. The inappropriate use of mobile phones, smart devices and online platforms may present safeguarding risks and, in some cases, constitute criminal behaviour.

Examples include:

- cyberbullying and online harassment
- abusive messages or social media posts
- threatening or intimidating behaviour
- upskirting
- online hate incidents
- consensual or non-consensual sharing of nude or semi-nude images
- the creation, possession or sharing of AI-generated nude or semi-nude images
- deepfakes or manipulated images involving members of the school community

The misuse of technology may constitute child-on-child abuse and may occur both on and off the school site. Any safeguarding concerns will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Students must not:

- photograph, film, livestream or audio record members of the school community without permission
- use technology to bully, harass, intimidate or threaten others
- create, possess or share inappropriate or illegal content

- use technology in a way that places themselves or others at risk

The school uses appropriate filtering and monitoring systems to help safeguard students and identify potential concerns relating to technology use whilst on a school device or linked device.

Smart Glasses and Wearable Recording Devices: Students, parents, carers, visitors and staff must not wear smart glasses or any other wearable technology capable of taking photographs, recording video, or capturing audio whilst on school premises. This measure is in place to protect the privacy, safety and welfare of all members of the school community.

Any student who experiences or witnesses inappropriate online behaviour should report their concerns immediately to a member of staff, tutor, Head of Year, House Parent or the Designated Safeguarding Lead (DSL). Staff must raise safeguarding concerns immediately with the Lead DSL or DDSL in their absence.

Roles and Responsibilities

All staff, including teachers, support staff, peripatetic staff and supply staff, are responsible for implementing this policy.

Volunteers, visitors and contractors are expected to report any concerns or breaches of this policy to a member of staff.

Student Use of Mobile Phones and Smart Devices

Senior School

Students who bring a mobile phone to school must follow the Away for the Day expectations.

Mobile phones must:

- be switched off before entering the school gates
- remain switched off throughout the school day
- be stored securely in the student's locker
- remain unused until the student has left the school site

Students should check their school email before and after the school day.

Students requiring their phone for a medical reason, such as diabetic blood glucose monitoring, may use their device for that specific purpose.

Year 11 students may use mobile phones in the Common Room. This privilege may be withdrawn if phones are used inappropriately or if students do not comply with the school's mobile phone expectations.

Smart Watches

Smart watches must not be used during the school day to:

- communicate with others
- access the internet or social media
- take photographs
- make recordings

Sixth Form

Sixth Form students must follow the Away for the Day policy in all areas excluding Cedar Lodge.

Where necessary, mobile phones may only be used in Cedar Lodge, outside of lesson time.

Boarders

Boarders may occasionally need to contact home during the school day because of time differences.

Any calls must be made or received within the boarding house and with prior agreement from the boarding team.

Prep School

Prep students travelling independently may bring a mobile phone for safety purposes.

The phone:

- must not be a smartphone
- must be switched off before entering the school site
- must remain off throughout the school day
- must be handed to the Form Teacher on arrival
- may only be switched on once the student has left the school site

Parents must inform the Prep School if their daughter carries a mobile phone for travel purposes.

Breaches of the Policy

Students who do not follow the Away for the Day expectations should expect a sanction.

This may include:

- confiscation of the device
- detention

- further sanctions in line with the Behaviour Policy

Searches, Confiscation and Safeguarding Concerns

Under the authority of the Head or Designated Safeguarding Lead, staff may confiscate and, where legally permitted, search a student's device in accordance with current Department for Education guidance.

A device may be confiscated where there is reason to believe it:

- contains illegal, harmful or inappropriate content
- has been used to commit an offence
- poses a safeguarding risk
- has caused, or may cause, harm to another person

Where a safeguarding concern exists, the device may be retained securely by the DSL while enquiries are undertaken. This may involve consultation with external agencies, including the police.

If staff believe a device may contain an indecent image of a child, they must not view the image. The device should be secured immediately and referred to the DSL, who will determine the next steps, including police involvement where necessary.

Working in Partnership with Parents

We value the support of parents in helping students develop healthy and responsible technology habits.

We encourage parents to:

- follow age guidance for social media platforms and apps
- avoid allowing phones or internet-enabled devices in bedrooms overnight
- use parental controls and filtering tools where appropriate
- establish clear boundaries around technology use at home
- promote healthy periods of digital downtime

Parents wishing to contact their child during the school day should do so via the school reception on 01444 241050.

Further Information

Useful resources for parents include:

- UK Safer Internet Centre: www.saferinternet.org.uk

- Child net: www.childnet.com
- Government Guidance www.gov.uk/government/publications/mobile-phones-in-schools
- CBBC: [Own it](#)