

# Clitheroe Royal Grammar School

## Mobile Data Devices Policy

Person(s) responsible: Deputy Headteacher (i/c New Technologies)

Governors' Committee Students and Staffing

### 1. Introduction and aims

At Clitheroe Royal Grammar School we recognise that mobile phones and similar devices, including smartphones, smartwatches and other smart technology, are an established part of everyday life for students, parents/carers, staff and the wider community. However, unrestricted access to mobile phones in school presents risks to safeguarding, learning, wellbeing and behaviour. *The DfE's mobile phone guidance says that students **should not use mobile phones or other smart technology throughout the school day.***

This policy aims to:

- Promote safe, responsible and appropriate use of mobile phones
- Set clear and consistent expectations for students, staff, parents/carers, visitors and volunteers
- Support the school's safeguarding, behaviour, data protection and online safety policies
- Minimise disruption to teaching and learning
- Protect students from harm, distraction and misuse of technology

This policy and its procedures apply from the moment a student enters the school site until they leave the site at the end of the school day.

For the purposes of this policy, the term *mobile phone* includes smartphones, smartwatches and any device with communication, recording or internet-enabled functionality.

### 2. Relevant guidance

This policy meets the requirements of the Department for Education's [mobile phone in schools guidance](#) and [behaviour guidance](#).

This policy should also be read alongside:

- [Keeping Children Safe in Education](#).
- [DfE's guidance on searching, screening and confiscation](#)
- Behaviour Policy
- Safeguarding and Child Protection Policy
- ICT and Online Safety Policy
- Staff Code of Conduct

### **3. Roles and responsibilities**

#### **3.1 Staff**

All staff (including teaching staff, support staff and supply staff) are responsible for the consistent enforcement of this policy.

Volunteers, contractors or others working in school must report any breaches of this policy to a member of staff.

Staff will address concerns raised by parents/carers clearly and consistently, explaining the rationale for the school's approach to mobile phone use.

#### **3.2 Senior Leaders**

The Headteacher, supported by senior leaders, is responsible for:

- Monitoring the implementation of this policy
- Reviewing the policy regularly as part of the Students and Staffing Governors Committee
- Ensuring staff and students are held accountable for its application

### **4. Use of mobile phones by staff**

Department for Education guidance is clear that staff should not use personal mobile phones **for personal reasons** in front of students during the school day.

#### **4.1 Personal mobile phones**

Staff (including volunteers and contractors) must not use personal mobile phones for personal messaging, calls or social media while students are present or during contact time.

Personal use is restricted to non-contact time and to areas where students are not present, such as staffrooms.

There may be exceptional circumstances where staff require access to their phones during contact time, including:

- Emergency contact from their child or their child's school
- Urgent medical or family matters

#### **4.2 Safeguarding**

Staff must not:

- Share personal contact details with students or parents/carers
- Communicate with students via personal messaging apps or social media
- Publicise contact details in ways that could lead to inappropriate contact

Staff must not use personal mobile phones to take photographs, video or audio recordings of students, their work (without permission) or anything that could identify a student.

Any necessary recording or photography must be carried out using school equipment in line with school policy. Further guidance is set out in the school's ICT and Online Safety Policy.

### **4.3 Using personal mobiles for work purposes**

There are some circumstances where staff are permitted to use personal mobile phones for approved professional purposes, including:

- Using the Edulink app e.g. for taking registers, awarding achievement or behaviour points, accessing timetables
- Using multi-factor authentication for school systems (for example CPOMS)
- Emergency evacuations (CRGS lock down WhatsApp group)
- SLT communications
- On school trips for contact with their own families

When using personal phones for these purposes, staff must:

- Use only approved school systems and applications
- Ensure devices are protected by a secure PIN, password or biometric lock
- Use multi-factor authentication where required
- Use phones in a professional and discreet manner and to limit use as far as possible in front of students

### **4.4 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

### **4.5 Trips**

Mobile phone protocols for school trips will be assessed by the trip leader and communicated to all staff, students and parents involved in the trip.

## **5. Use of mobile phones by students in Years 7-11**

*The DfE's mobile phone in schools guidance says that students should not use mobile phones or other smart technology throughout the school day.*

### **5.1 General expectations**

Students in Years 7–11 must not use mobile phones during the school day, including before school.

Students may bring mobile phones to school, but they must be switched off and kept in bags at all times whilst on the Main School Site.

Mobile phones must not be seen, heard or used at any point during the school day.

Mobile phones may only be used once students have left the building at the end of the day.

This approach supports a calm, focused learning environment and ensures consistency for all students.

## **5.2 Sanctions**

If a student breaches this policy by using a mobile phone or if a phone is seen or heard:

- A penalty point will be issued
- The phone will be confiscated
- The phone will be returned only when collected by a parent/carer

The school has the legal power to confiscate mobile phones under the Education and Inspections Act 2006.

## **5.3 Smartwatches**

Smartwatches and similar devices are included within this policy.

## **5.4 Exceptional circumstances**

The school recognises that some students may require access to a mobile phone due to exceptional circumstances, including:

- Medical needs (for example diabetes monitoring)
- Young carers
- Specific safeguarding needs

Requests must be made by parents/carers and agreed in advance.

Students granted permission must comply with the Acceptable Use Agreement in Appendix 1.

## **6. Sixth Form students**

The school operates on a split site, with Sixth Form students educated on a separate site.

Sixth Form students should abide by Section 5 (rules for Years 7-11 students) when on the Main School site. The same sanctions will apply.

Sixth Form students are permitted to use mobile phones in line with Sixth Form expectations and their increased independence.

Their use of mobile phones must not compromise safeguarding, learning or behaviour.

Specific expectations for mobile phone use by Sixth Form students, including use in lessons and study periods, are set out in Appendix 4.

## **7. Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Keeping mobile phones on silent/vibrate while on the school grounds
- Minimising the use of phones where students are present
- Not taking pictures or recordings of students, unless of their own child

- Not using phones in lessons, or when working with students

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their young person during the school day. They must not try to contact their young person on their personal mobile during the school day.

## **8. Loss, theft or damage**

The school accepts no responsibility for mobile phones that are lost, stolen or damaged on school premises, during transport or on school visits.

## **9. Monitoring and review**

The school will review this policy annually, or sooner if national guidance changes, taking into account:

- Behaviour and safeguarding records
- Feedback from staff, students and parents/carers
- Updated Department for Education guidance

Date of last review: February 2026

Date of approval by Governors: February 2026

Date of next review: February 2027

## Appendix 1: Acceptable use agreement for students allowed to use their phones in school due to exceptional circumstances

### Code of conduct for the use of a mobile phone at Main School

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent') when not being used for the specific agreed purpose
3. You may not use your mobile phone in the toilets or changing rooms.
4. You cannot take photos or recordings (either video or audio) of school staff or other students.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
7. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## Appendix 2: Permission form allowing a student to use their phone in school

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [student name] to use their mobile phone in school because they:

(delete as required)

- Student is a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable use agreement.

The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Student signature (where appropriate): \_\_\_\_\_

SCHOOL USE ONLY	
Authorised by:	
Date:	

### **Appendix 3: Template mobile phone information slip for visitors**

#### **Use of mobile phones and similar devices in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please minimise the use phones where students are present.
- Do not take photos or recordings of students or staff
- Do not use your phone in lessons or when working with students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Mobile Data Devices Policy is available from the school office.

### **Appendix 4: Sixth Form Guidelines for the Use of Personal IT Devices**

CRGS Sixth Form recognises that students may benefit from and choose to use technology for learning. When we refer to personal IT devices we mean the use of mobile phones, smart watches, tablets and laptops that you have brought into Sixth Form. Where personal IT devices are to be used in the classroom, it must be done in accordance with the following guidelines to safeguard students and staff, ensure effective use and benefit students academically.

1. Students must be mindful of, and always follow, the Student Acceptable Use Agreement in the IT and Online Safety Policy. Misuse of IT could result in sanctions.
2. Mobile phones should be out of sight during lessons unless your teacher specifically asks you to use them. Smart watches should be on silent so that notifications do not become a distraction.
3. If students choose to record their notes digitally rather than on paper, they should be clear on how this benefits their academic progress. Exams are still completed on paper and it is important to still have good handwriting and writing stamina.
4. The teacher is always the leader of learning in the classroom. If a teacher feels that technology use is inhibiting learning or it is being misused, they have every right to ask the student to stop using it and may ask them to work differently.
5. Students need to think carefully about ensuring the hardware they intend to use will not be a barrier to learning. Most students who use technology seem to find the use of a tablet with a stylus the most efficient way of working. However, a laptop can be more effective for longer pieces of writing.
6. A critical part of the learning experience comes from a teacher being able to read what students have written so they can work with them on how it could be improved. When asked students must be prepared to zoom out of work and allow the teacher to read it. This allows live feedback and promotes an effective learning dialogue between teacher and student. We recommend that errors should be crossed out and corrected rather than deleted so students can learn from errors they made in the past.
7. Students should think carefully about how they will organise their notes when using technology so that notes remain in a chronological order and can therefore be used for review and revision at a later date. Students are likely to need to use a note-taking app. The most popular are MS OneNote or GoodNote. The advantage of OneNote is that it is part of the Microsoft Office suite that is used in Sixth Form.
8. Applications that are not being used in the lesson and related notifications should be switched off or shut down.

9. Students may use the camera on their device to scan documents provided by staff or capture information being displayed on the board. It is not acceptable to take pictures/videos of your teacher or other students.
10. Students must not record audio within lessons as they do not have the permission of the teacher or the other students.
11. Students should ensure their device is adequately charged before it is brought to Sixth Form.
12. If your teacher asks you to hand in work, it is the student's responsibility to ensure it is printed if this is the requirement of the teacher. They cannot be expected to print your work for you.
13. Students in receipt of the 16-19 Bursary are eligible to receive a suitable device. They should apply for this using the Bursary+ portal and seek advice if they are unsure.

**Monitoring the use of devices in lessons at Sixth Form:** KCSIE 2025 makes it a statutory safeguarding requirement for schools to actively monitor students' digital activity when they are using school-managed devices or networks, therefore staff are able to ask students to show them their work when working on a laptop or tablet as they are using the school wifi.