

# Parkstone Grammar School



## STUDENT SMARTPHONE AND DEVICE POLICY

June	June 2026
APPROVED BY	Leadership
NEXT REVIEW	2026/2027
TYPE OF POLICY	Non-statutory



## About this policy

This policy has been developed in accordance with the Department for Education's updated guidance (**Mobile Phones in Schools, January 2026**), which sets out the expectation that all schools should be mobile-phone-free environments by default, with anything other than this being by exception only. The government are introducing a statutory obligation for all schools to maintain a phone-free environment throughout the school day.

The school's approach is further supported by the powers afforded to headteachers under **the Education Act 1996 and The Schools (Specification and Disposal of Articles) Regulations 2012**, which provide a statutory basis for searching and confiscating items, including mobile phones, where school rules have been breached.

Schools also have a duty under the **Equality Act 2010** to make reasonable adjustments where necessary, and this policy recognises that there may be exceptional circumstances in which adaptations are appropriate for specific students, for example, the monitoring of specific medical needs, such as type 1 diabetes and similar acute medical conditions requiring a digital monitor.

This policy reflects Parkstone Grammar School's commitment to safeguarding, positive behaviour, and an environment free from distraction, in line with **Keeping Children Safe in Education** and the school's own behaviour and child protection policies. Compliance with this policy will be assessed by Ofsted as part of school inspection.

## Our Values

The mobile phone policy is underpinned by the core values of:

- **Respect for Pupil Wellbeing and Safeguarding:** The policy places the welfare of pupils at its heart, recognising that unrestricted smartphone access during the school day exposes young people to risks including cyberbullying, harmful content, and online exploitation. By creating a phone-free environment, the school fulfils its duty of care and upholds its commitment to Keeping Children Safe in Education, ensuring that every pupil can learn and socialise in a safe, supported setting.
- **Equity and Inclusion:** By applying a consistent, school-wide approach to mobile phone use, the policy ensures that no pupil is disadvantaged by peer pressure, social comparison, or the distraction caused by others' device use. At the same time, the policy's alignment with the Equality Act 2010 ensures that reasonable adjustments are made for pupils with specific needs, reflecting a commitment to fairness and inclusion for all members of the school community.
- Our Student Smartphone and Device Policy is rooted in our values of **courage, compassion, and commitment**. By choosing to create a smartphone-free school environment, we show the **courage** to prioritise learning and wellbeing over the risk of constant connectivity, the **compassion** to foster meaningful face-to-face relationships and minimise distractions for others, and the **commitment** to providing a focused, inclusive community where every student has the opportunity to thrive.

## Policy Summary

Smartphones and other smart devices are a banned item at Parkstone Grammar School. A small range of specific non-smart phones are permitted, as are a range of tracking devices. A limited number of exceptions apply, such as for medical reasons.

## The Mobile Phone Policy

At Parkstone Grammar School, we believe that mobile phones and associated devices have no place in the school day. This policy sets out our approach to student mobile phone (and other device) use on the school site and establishes clear expectations for students, parents, and staff.

Our aim is simple: to ensure that every student can learn, socialise, and thrive in an environment free from the distractions and potential harms that smartphone use can bring. We ask that all members of our school community read this policy carefully and support us in upholding it consistently.

Parents who wish their child to carry a mobile handset to school may do so, provided the following conditions are met:

- The handset must be one of the **permitted models** listed below. Pupils in years 7-11 are not permitted to use or bring to school other internet enabled devices. There are to be no smartphones, tablets, smartwatches or smart devices (with or without internet access) permitted (unless permission has been granted for medical/SEN need and approved by school leadership).
- For the avoidance of doubt, please refer to appendix 3 – definition of a smart device.
- The handset should be **clearly labelled** with the student's name.
- The handset must be **switched off before entering the school site** (beyond the school gates) and stored in the student's bag or locker.
- The handset must remain in the bag or locker and **out of use for the entire school day**, and may only be used once the student has **left the school site** (beyond the school gates) after school.

#### **Permitted non-smartphone handsets are:**

- Nokia 105 4G (*no camera version*)
- Easyfone Prime A6 4G
- Maxcom MM135LITE
- Oakcastle F101

**The permitted phones listed are the only phones which may be brought on school trips and to school events.**

**NOTE:** given the nature of technology, the list above is subject to amendment and addition. A definitive list of currently acceptable models will be maintained on the school's website alongside this policy.

<p><b>GPS Tracking Devices:</b> Parents wishing to track their child's journey may send them to school with a small GPS device, such as an AirTag. These are permitted provided they remain in the student's bag at all times.</p>
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#### **Confiscation and Consequences (Years 7–11)**

##### **Smartphones and Devices (banned items)**

If a student is found with a smart device on the school site, the following will apply:

- The device will be **confiscated immediately** and will not be returned until a person with parental responsibility collects it in person from school.
- Parents/carers will be notified by email to arrange a suitable collection time. **Collection will be subject to staff availability.**
- The student will receive a **60-minute after school detention with a minimum of 48 hours' notice.**
- If a student **refuses to hand over** their device, this will result in escalation of sanction in line with our behaviour policy.

##### **Non-Smartphones (permitted handsets used in breach of policy)**

No phone, including permitted handsets, may be used, seen, or heard on the school site during the school day. If a **non-smartphone** is seen by a member of staff:

##### **First offence:**

- The device will be confiscated and returned to the student from the reception at the end of the school day.
- The student will receive a 60-minute detention after school detention with a minimum of 48 hours' notice.

## Second offence and beyond:

- The device will be confiscated, and a person with parental responsibility must collect it in person from school.
- Parents/carers will be notified by email to arrange a suitable collection time.
- **Collection will not take place on the same day** and will be subject to staff availability.
- The student will receive a **60-minute after-school detention with a minimum of 48 hours' notice**.

In all cases, if a student **refuses to hand over** their device, this will result in escalation of sanction in line with our behaviour policy.

## Exceptions

Students who require a smart device for medical monitoring purposes, for example, to manage a diabetes-related condition, may be granted an exemption. Parents or carers who believe their child requires such an arrangement should contact the student's Head of Year. **Please see Appendix 1** for further details.

## Sixth Form Only

### Confiscation and Consequences

Smartphones are permitted for sixth-form students; however, they may not be used, seen, or heard outside the following areas:

- The Sixth Form Resource Centre.
- During lesson time only with permission of the teacher.

### In lessons:

**Phones must be in silent mode and out of sight** unless the class teacher has specifically sanctioned use for educational purposes.

If a sixth form phone is seen by a member of staff outside the areas/times described above:

### First offence:

- The device will be confiscated and returned to the student from the reception at the end of the school day.
- The student will receive a lunchtime detention.

### Second offence and beyond:

- The device will be confiscated, and a person with parental responsibility must collect it in person from school.
- Parents/carers will be notified by email to arrange a suitable collection time.
- **Collection will not take place on the same day** and will be subject to staff availability.
- The student will receive a 60-minute after-school detention with a minimum of 48 hours' notice.

If a sixth-form student refuses to hand over their phone, this will result in escalation of sanction in line with our behaviour policy.

## **Purpose**

Parkstone Grammar School is committed to maintaining a smartphone-free environment for students in Years 7–11. However, the school recognises that there may be exceptional circumstances where a student requires access to a smartphone or smart device during the school day.

This procedure outlines how requests for exemptions will be considered and ensures that decisions are made fairly, consistently and in accordance with the Equality Act 2010 and the school's safeguarding responsibilities.

## **General Principle**

Exemptions will be granted only where there is a clear educational, medical, safeguarding or legal need. Parental preference, convenience, travel arrangements or a student's desire to retain access to a smartphone will not normally constitute grounds for exemption.

Each request will be considered individually.

## **Circumstances in Which an Exemption May Be Considered**

### **Medical Need**

An exemption may be granted where a smartphone or smart device is required to support the monitoring or management of a medical condition.

Examples may include:

- Continuous glucose monitoring devices.
- Other clinically prescribed digital monitoring equipment.

The school may request supporting medical evidence where appropriate.

### **Special Educational Needs and Disabilities (SEND)**

An exemption may be considered where a smartphone or smart device forms part of an agreed SEND provision and its use is necessary to enable the student to access education effectively.

Examples may include:

- Assistive communication technology.
- Accessibility software.
- Agreed reasonable adjustments identified within an EHCP or support plan.

Evidence from relevant professionals may be requested.

Any agreement for a reasonable adjustment will be submitted for consideration and approval at Leadership level.

### **Safeguarding Considerations**

An exemption may be considered where there is an identified safeguarding need.

Examples may include:

- Students subject to specific safeguarding arrangements.
- Students involved with external agencies where communication forms part of an agreed plan.
- Exceptional family circumstances identified by the Designated Safeguarding Lead.

All safeguarding-related exemptions will be reviewed regularly.

## **Exceptional Circumstances**

The Headteacher reserves the right to approve temporary exemptions in circumstances not covered above where there is a compelling reason to do so.

Such decisions will be exceptional and made on a case-by-case basis.

### **Application Process**

Parents/Carers wishing to request an exemption should:

1. Submit a written request to the student's Key Stage Manager.
2. Provide any supporting evidence relevant to the request.
3. Allow up to ten school days for consideration.

The school may seek additional information before making a decision.

The school's decision will be communicated in writing.

### **Conditions of Approved Exemptions**

Where an exemption is approved, the school may specify conditions including:

- Where the device may be carried.
- When the device may be used.
- Which functions may be accessed.
- Staff supervision requirements.
- Storage arrangements during lessons.

Failure to comply with agreed conditions may result in the exemption being reviewed.

### **Review of Exemptions**

All exemptions will be reviewed annually or as appropriate.

The school reserves the right to review an exemption sooner if:

- Circumstances change.
- The exemption is no longer required.
- Conditions attached to the exemption are breached.

### **Record Keeping**

A register of approved exemptions will be maintained by the school.

Relevant staff will be informed of approved exemptions where necessary to ensure consistent implementation of the Smartphone Policy.

## **Appendix 2 – Smartphone and Device Policy – Device Confiscation and Storage Procedure**

This appendix outlines the arrangements for the confiscation, storage, recording and return of smart devices confiscated under the Parkstone Grammar School Smartphone and Device Policy.

The procedure aims to:

- Ensure consistency across the school.
- Protect staff and students.
- Safeguard confiscated property.
- Provide a clear audit trail.
- Minimise the risk of disputes regarding loss or damage.

This procedure should be read alongside the Smartphone and Device Policy and Behaviour Policy.

Devices Covered by this Procedure

This procedure applies to:

- Smartphones
- Smartwatches
- Approved non-smartphone handsets used in breach of the policy

### **Confiscation Procedure**

#### **Step 1 – Request for Device**

Where a member of staff sees, hears or otherwise becomes aware of a device being used or possessed in breach of the Smartphone Policy, they should calmly instruct the student to surrender the device.

Suggested PACE approach:

"Your device is not permitted under the school's Smartphone Policy. Please hand it to me so that I can ensure it is safely kept at reception."

Staff should avoid entering into prolonged discussion or debate.

#### **Step 2 – Refusal to Comply**

If a student refuses to surrender the device:

- The member of staff should not attempt to physically remove the device.
- The incident should be referred immediately to a member of the Senior Leadership Team.
- The refusal should be recorded as a serious breach of school expectations (Incident Level 3 or 4)

In accordance with the Smartphone and Device Policy, refusal to surrender a device will result in suspension.

#### **Step 3 – Receipt of Device**

Where possible, the student should switch off the device before handing it over. The device will be stored in a centralised lockable storage unit, held in the school office.

### **Recording the Confiscation**

The confiscating member of staff will ensure that the following information is recorded:

- Student name
- Tutor group
- Date
- Reason for confiscation
- Member of staff involved

This information should be recorded with the support of reception staff.

### **Transfer to Reception**

As soon as reasonably practicable, the confiscated device should be taken to Reception.

Reception staff will:

- Place the device in a numbered tamper-evident envelope or secure pouch.
- Label the envelope with the student's details.
- Record the device on the confiscation register.
- Place the device in secure storage.

### **Storage Arrangements**

All confiscated devices must be stored:

- In a locked cabinet or safe.
- Within a secure office area.
- Accessible only to authorised staff.

Access should normally be restricted to:

- Headteacher
- Deputy Headteacher
- Assistant Headteachers
- Reception staff
- Designated administrative staff

Confiscated devices must never be left unattended in classrooms, offices or staff workrooms.

### **Return of Devices**

#### **Approved Non-Smartphone Handsets – First Offence**

The student may collect the device from Reception at the end of the school day.

Before release:

- Student identity should be confirmed.
- Collection should be recorded on the confiscation register.

#### **Smartphones and Devices (All Offences)**

The device will only be returned to a person with parental responsibility.

Parents or carers must:

- Attend school in person.
- Present themselves at Reception.
- Sign for collection of the device.

The device will not be returned on the same day.

Collection will take place at a mutually convenient time and be subject to staff availability.

#### **Non-Smartphone Handsets – Second and Subsequent Offences**

The device will only be returned to a person with parental responsibility.  
The collection process will follow the same procedure used for smartphones.

#### Uncollected Devices

Where a device remains uncollected:

- Parents will be reminded after five school days.
- Further reminders will be issued after ten school days.
- The school will continue to store the device securely.

Any disposal of uncollected property will be undertaken in accordance with school procedures and relevant legislation.

#### Damage or Loss

The school will take all reasonable steps to safeguard confiscated devices. The school accepts no liability for any damage to devices.

#### Responsibilities

##### Staff

- Enforce the Smartphone and Device Policy consistently.
- Record confiscations accurately.
- Transfer devices promptly to Reception.

##### Reception Staff

- Maintain the confiscation register.
- Securely store confiscated devices.
- Record collection and return.

##### Senior Leadership Team

- Support staff in implementing the policy.
- Oversee compliance.
- Investigate disputes or complaints.

##### Parents and Carers

- Support the Smartphone and Device Policy.
- Attend school to collect and sign for devices where required.
- Ensure students comply with school expectations.

### **Appendix 3 – Definition of a smart device**

#### **Definition of a Smart Device**

Smart devices include, but are not limited to, smart phones, internet-enabled mobile phones, smart watches, earphone or earbuds (e.g. airpods), smart glasses, augmented reality devices, virtual reality devices, wearable computers, connected fitness devices, tablets, handheld internet-enabled devices, and any future technology possessing similar capabilities.

A device shall be regarded as a smart device regardless of its size, form factor, method of wear, method of interaction, operating system, or whether particular functions have been disabled, restricted, filtered, supervised, or are not routinely used.

For the avoidance of doubt, a device whose functions are limited solely to basic voice calls and/or SMS text messaging, and which is incapable of internet access, application installation, audio or video recording, photography, digital content creation, social media access, or equivalent smart functionality, shall not be considered a smart device under this policy.

#### **Definition of a Permitted Tracking Device**

‘Permitted tracking device’ means a small location tag with no screen, camera, microphone, speaker (other than a limited alert sound used solely to locate the tag), messaging function, web browsing access or app capability, used only for locating property or supporting travel safety. Misuse of any such device will be considered a behavioural and/or safeguarding matter and treated under the relevant School policies.