



Maidstone Grammar School
for Girls
Non sibi sed omnibus

Acceptable use of mobile phones
(Year 7 to 11) and other devices
which connect to the internet
2026 - 2027

History Log

Revised By	Date
Neil Walker`	Summer 2023
Ben White	Summer 2024
Ben White	Summer 2025
Ben White	Summer 2026

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Context

As year groups 7-11 now all have access to the internet via chromebooks, they do not need access to smart phones during the day. Students are issued with lockable phone pouches. The details of how these are to be used are included below.

Purpose

At MGGS we believe that technology should be embedded throughout the school and that we should utilise both existing and emerging technologies as a means of preparing our students for the digital age. Learning to use online resources appropriately and effectively is an essential part of each student's education. The school recognises the benefits to education and has therefore invested considerably in the Chromebook rollout.

Research suggests that smartphones can distract from learning; contribute to inappropriate behaviours; and, in some cases negatively impact well-being. Large scale educational research has shown a correlation between being effectively phone free and positive learning and behavioural gains. Furthermore an analysis of phone use at MGGS supports the premise that a more direct approach to becoming effectively phone-free would support our students in making the most of the education which we provide.

Access to the considerable educational gains that modern technology and connectivity offers via school managed Chromebooks negates the need for access to a 'phone during the day (and the potential distraction that this entails). This policy sets out how MGGS uses lockable phone pouches to support students and staff in maintaining an effectively phone free environment.

2. Rationale

- 2.1. MGGS recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely. The intention of this policy is to ensure that the school is effectively phone free, therefore reducing the significant potential for distraction and disruption of learning which mobile phones bring to the school environment

3. Responsibility

- 3.1. The decision to provide a device to their child/children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the device and the potential use/misuse of those capabilities.
- 3.2. Parents/carers should be aware if their child takes a mobile phone or other electronic device to school, the school cannot accept responsibility for any loss, damage or costs incurred due to its use. It is assumed household insurance will provide the required cover in the event of loss or damage.

- 3.3 Parents/carers are reminded that in cases of emergency, the school office remains the only point of contact and can ensure a child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

4. Acceptable Uses

- 4.1. For students in Years 7 to 11 **phones are not to be used during school**. Every student is assigned a personal phone pouch. It is each student's responsibility to bring their phone pouch with them to school every day and keep it in good working condition. Phones should be switched off and locked in individual pouches when students are in school.

4.2. DAILY PROCESS for students in Y7 to 11

Beginning of the Day

Students must bring their phone pouch to school with them each day.

School Entrance Routine

As students arrive to school they will:

- 1) Turn their phone , smartphone or any electronic device other than their chrome book off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their phone and any smart watches inside the pouch and secure it.
- 4) Store it in their blazer pocket, bag or locker for the day.

NB: Students must ensure that their phone is locked in their pouch before they enter the building. This includes time before morning registration and if they remain in or return to school after 15:30.

Students are expected to show a locked pouch (or laminated no-phone pass) to staff on duty when entering school each morning. If they have forgotten their pouch, or do not have a phone for a one-off/temporary reason they need to

- Give their name to the duty staff
- Go to the main office to obtain a pass

There are no sanctions for occasional instances of the above. There are sanctions (e.g. a detention) when students do not proceed to the main office as directed.

End of the Day

Students will:

- 1) Open their pouch
- 2) Remove their phone and other electronic devices
- 3) Close their pouch
- 4) Keep the closed pouch in their school bag overnight.

NB: If returning into school after 15:30 students must ensure that they return their phone to a locked pouch.

Late Starters or Early Leavers

Students arriving late or leaving early will lock/unlock their phones from the phone pouch in Student reception or the Main Office.

4.3 Acceptable use of Mobile Phones by Sixth-Form Students is set out in [this policy](#):

5. Unacceptable Uses

5.1. Misuse, damage, forgotten or lost phone pouches

Pouches will be regularly checked to make sure they are being used as directed, and have not been damaged.

Phone seen during School day

If a student is found in possession of a phone outside of their phone pouch, or the phone pouch is not locked as required, the phone will be confiscated, and an after school detention will be issued. The phone will be kept in the school office until collected by parents.

Forgotten Pouch

If a student forgets their phone pouch, they must hand their phone in at the start of the day. They can then collect this themselves at the end of the school day. A record will be kept of regularly forgotten pouches. If they do not voluntarily hand their phone in, then their phone will be confiscated and it will need to be collected by a parent. If a student consistently forgets their phone pouch, it will be considered lost.

If a student loses their phone pouch, and they do not voluntarily hand their phone in at the start of the day, the student's phone will be confiscated and kept in student reception for parents to collect. Students will not be permitted to collect their phone at the end of the school day. If a student cannot find their phone pouch they will be required to pay a £20 fee for a replacement Pouch.

Refusal to comply with this staff instructions in relation to this policy will be dealt with in line with the behaviour policy

Pouch Damage - accidental

If a student damages their phone pouch by accident, this should be reported immediately. Students with a damaged phone pouch, that is not deemed to be the result of a manufacturing fault in the individual pouch, will be required to pay £20 fee for a replacement pouch.

In this scenario the student must hand their phone in and they should notify the school immediately explaining what has happened. They will be permitted to collect their phone at the end of the day.

If they do not voluntarily hand their phone in then the student's phone will be confiscated and kept in the main office for parents to collect. Students will not be permitted to collect their phone at the end of the school day.

If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously (see below regarding Intentional Pouch Damage).

Pouch Damage - intentional

If a student damages their phone pouch intentionally, then the student's phone will be confiscated and kept in student reception for parents to collect. Students will not be permitted to collect their phone at the end of the school day. In addition, they will receive a Leadership Detention for deliberate breach of the behaviour policy. They will also be required to pay £20 for a replacement pouch.

6. Theft or damage

- 6.1. Students should ensure that their mobile phone is clearly identifiable as their property.
- 6.3. Mobile phones that are found in the school and whose owner cannot be located should be handed to main school reception.
- 6.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 6.6. It is strongly advised that students use passwords/pin to ensure that unauthorised phone calls, messaging or Internet access cannot be made or take place on or using their phones (e.g. by other students, or if stolen). Students must keep their password/PIN confidential. Mobile phones and/or passwords must never be shared.

7. Inappropriate conduct and misuse of 'phones

- 7.1. Mobile phones should not be switched on or used during the school day, whilst in the phone pouch. Inappropriate use of mobile phones will be dealt with as a breach of the School Behaviour Policy. In an exceptional situation, a member of the leadership team can authorise a specific and limited use of a phone.
- 7.2. Mobile phones are banned from all examinations. Students are expected to leave their mobile phones switched off, in their bags, and pouches before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other examination papers being disqualified. All JCQ regulations regarding any wearable technology must be followed during the examination.

- 7.3. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face further disciplinary action. in addition to sanctions for use of their phone during the day.
- 7.4. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using messaging, taking/sending photos or objectionable images, and phone calls whilst in school. Students using mobile phones to bully other students will face disciplinary action. It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.
- 7.5. Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission or dissemination of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence. As such, the school may consider it appropriate to involve the police.
- 7.6 Mobile phone use is not permitted during the school day for students in years 7-11 inclusive. All mobile phones must remain in locked pouches as set out above- unless a student has special permission for access for SEND, medical or safeguarding reasons. In this instance, where access is needed regularly students will be issued with a velcro pouch and will be required to keep their phone in 'aeroplane mode' where this allows access to permitted use (e.g. a blood sugar monitoring app).
- 7.7. No NFC (Near Field Connectivity) functionality, including but not limited to bluetooth and Air Drop, should be on or used when on the school site, and no images or data should be shared using NFC.
- 7.8. Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times and kept in locked pouches (yrs 7-11).
- 7.9. Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- 7.10. It is forbidden for students to "gang up" on another student and use their mobile 'phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile 'phones to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 7.11.. Under no circumstances should mobile 'phones be used in changing rooms. Mobile phones are not to be used in changing rooms. Mobile phones are not to be taken out of bags or used in any situation in school.
- 7.12. It is unacceptable to take or upload to / share via social media platforms an image / video of another student or students without his/her/their permission. In the event that this happens the student will be asked and expected to delete those images. Students must not take or upload to / share via social media platforms an image / video of a member of staff at MGGS. In the event that this happens, the student will be told and expected to delete any images from both her/his phone and, if appropriate, any social media site.

- 7.13 Students must not use their account to connect a device to the network that is not owned by them.
- 7.14. No chargers for personal devices are permitted in school, under no circumstances may chargers be plugged in at school.

8. Sanctions

- 8.1. Students who infringe the rules set out in this document can have their phones confiscated by a member of staff. Students must give it to a teacher immediately if requested.
- 8.2. Parents will be notified when a mobile phone has been confiscated. They will need to collect their daughter's phone as set out above. Incidents of a more serious nature will be dealt with in the appropriate manner and parents/carers will be notified as required.
- 8.3. Any further infringements of this code of conduct may result in a ban on bringing a mobile phone or device to school.
- 8.4. As set out in the previous section, failure to abide by the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

Liability Statement

Students who choose to bring their own devices into school do so at their own risk. Students are responsible for the safety and security of their own devices and are expected to act responsibly.

Maidstone Grammar School for Girls accepts no responsibility for:

- Devices that are broken whilst at school, during school-sponsored activities or in transit.
- Devices that are lost or stolen whilst at school, during school-sponsored activities or in transit.
- Maintenance, upkeep or repairs of any personal device. This includes keeping devices charged, installing updates or upgrades, investigating and/or fixing hardware or software related issues.
- Any data lost on personal devices.

Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal device in the event of loss/damage to the device.

Disclaimer

Maidstone Grammar School for Girls accepts no liability in respect of any loss/damage to personal IT devices while at school or during school sponsored activities. The decision to bring into school a mobile phone or personal IT device rests with the student and her/his parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal IT device in school.