



CAISTOR GRAMMAR SCHOOL MOBILE PHONE, SMART DEVICE & SOCIAL MEDIA POLICY

Approved by Full Board of Trustees:

March 2026

Last reviewed:

February 2026

Signed:

Lucy Jackson

Chair of Trustees

1. Introduction and aims

At Caistor Grammar School we recognise that mobile phones and devices, including smart phones and smart watches, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour and examinations

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones/smart devices' refers to mobile phones/smart devices and similar smart devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones/smart devices.

3.2 Trustees

The policy is reviewed annually by the Curriculum and Student Welfare committee.

4. Use of mobile phones/smart devices by staff -

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of students throughout the school day..

4.1 Personal mobile phones/smart devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) should not make or receive calls, or send texts, while students are present. This is waived in situations regarding an individual's or a student's/ students' safety. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For authentication log on purposes
- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

4.2 Data protection

- Staff must not use their personal mobile phones/smart devices to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).
- Staff should ensure that their phone is protected with a password.

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work which could identify the student, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones/smart devices for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones/smart devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office/work phone
- Staff should ensure that their phone is protected with a password

4.5 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.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's Staff Disciplinary Policy (DL) for more information.

5. Use of mobile phones and smart devices by students

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Students should not use their mobile phones/smart devices during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

The key rule is that whilst on the school site, student mobile/smart devices will not be seen, used or heard. Mobile phones/smart devices must not be on their person throughout the school day. This applies when students are indoors and outdoors, during lesson time and at breaks and lunchtime. The term mobile devices also includes ear buds/air pods/headphones and all other smart devices. These rules apply when students enter the school site and includes the Navigation Lane playing fields site, including the pavilion and in transit to and from the field. Mobile/Smart devices should not be seen or heard until students leave the school site. Under no circumstances should students take photographs or videos whilst on the school site or when travelling to and from school, including on school transport.

Students will not access inappropriate websites or other inappropriate material or use inappropriate language when communicating online.

Students must not make contact with a parent/carer directly using their mobile device. To support this, we politely request that you do not seek to make contact with your child via their mobile device during the School day. If there is an urgent need to contact your child, please contact the school office first so that appropriate arrangements can be made.

Students can go to reception should they need to contact home in an emergency. The core principles of the School's approach to mobile phones are as follows:

- a) We are striving to build a moral community at CGS where all are aware of their responsibilities to their peers, all students and all staff.
- b) We want all students to feel and to be safe physically and emotionally.
- c) We want students to respect themselves and one another.
- d) We want students to develop emotional intelligence and sensitivity to the needs of others, to be able to engage with the world around them and to develop social skills to be able to live full and active lives.
- e) We want students to be able to participate in a wide range of extra-curricular activities and to engage with the opportunities that the School offers them beyond 'taught' lessons to enrich their education and to develop their skills and personalities.
- f) We do not wish to intrude into student's lives or privacy unless there is a serious allegation of misconduct.
- g) We are trying to develop an understanding amongst students of both the benefits and dangers of mobile phone/ portable device use and their engagement with social media, while making students and parents aware of how they can keep themselves safe on line and manage their mental wellbeing. Information is published in newsletters and on websites.

- h) The school has in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure students are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- i) It is deemed a very serious disciplinary matter to show other students indecent images on their phone. The School follows the Home Office Advice published online on Guidance: Indecent Images of children: guidance for young people. If an allegation is made, the student's phone will be confiscated and the police will be informed. Any member of staff can pass the allegation to the Police – please record the crime number. No member of staff should inspect the phone to determine the validity of the allegation. Only the Designated Safeguarding Lead (Allison Clark) or Deputy Safeguarding Leads (Shona Buck, Tarnia Roberts and Steven Kemshall) should keep possession of the phone. The phone is stored in the school safe.

Sixth form students may bring and use mobile phone/smart devices in Casterby House (designated Sixth Form Building), coffee club (Lower Lindsey) and in study rooms and sixth form classrooms to assist with their learning, only under the direct permission of a member of staff. Mobile phones/smart devices must not be used, seen or heard in any other areas of the school site. Mobile phones/smart devices used against policy rules will be confiscated.

Any breach of the acceptable user agreement by a student may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

5.1 Use of Smartwatches by students

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones/smart devices' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

The rules regarding the wearing of smartwatches is the same as the use of mobile phones/smart devices. They must not be seen, heard or used throughout the day.

5.2. Consequences

In the event of a student breaching this policy, the mobile/smart device will be confiscated by a member of staff and taken to the school office.

- a) On the first occasion, in a term, if a student breaches the policy, they will be issued with a lunchtime detention; they will be able to collect their phone from the school office at the end of the day. The student's name will be recorded on a CFC. If it is during the last lesson of the day, the phone must be handed into reception the following day. (Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006).
- b) On the second occasion, in a term, if a student breaches the policy, they will not have their phones/smart device returned to them. Parents will need to come into School to collect the Phone/smart device from reception. Students will be required to hand their phone/device in each morning at the school office for one week and a lunchtime detention will be set.
- c) On the third occasion, in a term, if a student breaches the policy, they will be required to hand in their phone/smart devices to school office at the start of each day and collect at the end of the

school day for the whole term (or equivalent number of weeks). Students will serve a long detention.

- d) Steps a) b) and c) are determined as ‘misbehaviour’ in the School’s Behaviour Policy
- e) Misuse of a mobile/smart device, libel, publish malicious falsehoods, to film or photograph without consent, to share on social media platforms, display inappropriate (including pornographic material) is deemed ‘serious misbehaviour’.

The DfE guidance DfE’s guidance on searching, screening and confiscation allows staff to search a student’s phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. It may be necessary to seize the phone and keep safe until it can be handed over to the police.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to: sexting, upskirting, threats of violence or assault, abusive calls, emails, social media posts or texts directed at someone on the basis of someone’s ethnicity, religious beliefs or sexual orientation.

6. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including Trustees 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:

- Not taking pictures or recordings of students, unless it’s a public event (such as a school play or concert), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with students

Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents or volunteers supervising trips are also responsible for enforcing the school’s policy for students using their phones, as set out in section 4 above.

We politely request that you do not seek to make contact with your child via their mobile device during the School day. If there is an urgent need to contact your child, please contact the school office first so that appropriate arrangements can be made.

7. Loss, theft or damage

Students bringing phones/smart devices to school must ensure that phones/ smart devices are appropriately labelled, and are stored securely when not in use.

Students must secure their phones/ smart devices as much as possible, including using passwords or pin codes to protect access to the phone’s functions. Staff must also secure their personal phones/ smart devices, as well as any work phone/device provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones/smart devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones/smart devices will be stored in the School office. Students should turn off their phone/smart devices before they hand it to a member of staff and be satisfied that the phone/smart device cannot be accessed. Staff understand that the School remains responsible for the phone/smart device while it is in the School's care. The School is insured against damage when reasonable steps are taken to look after the phone/smart device. Lost phones/smart devices should be returned to school reception.

Reasonable steps will be taken to find the owner without accessing the phone/smart device's data.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Links to other policies include:

BE Educational Visits Policy

BF PSHE

BK RSE

BS Volunteering Policy

CC Behaviour Policy

CD Anti-bullying Policy

CH GDPR Data Protection Policy DK Staff Disciplinary Policy

GA Safeguarding & Child Protection Policy GD ICT Acceptable Use Policy

CJ Exams Policy

Appendix

Acceptable Use of Mobile Phones/Smart Devices and portable devices for Students

Our mobile phone/smart device policy gives students more freedoms as they progress through the School.

You must follow the following rules if you bring your mobile phone/smart device to school:

1. We want all students to feel safe while at school and to be aware that mobile technology has both benefits and dangers.
2. The key rule is that whilst on the school site, **student mobile devices will not be seen, used or heard**. Mobile phones/smart devices must not be on their person throughout the school day.
3. These rules apply when students enter the school site and includes the Navigation Lane playing fields site, including the pavilion and in transit to and from the field. Mobile/Smart devices should not be switched on until after they have left the school site. Whilst waiting for school transport, on the school grounds, mobile phones and smart devices must not be seen or heard.
4. Under no circumstances should students take photographs or videos whilst on the school site or when travelling to and from school, including on school transport. Students will use mobile devices responsibly and will not access and inappropriate websites or other inappropriate material or use inappropriate language when communicating online.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent. Similarly, don't share your phone/smart device's passwords or access codes with anyone else.
6. Don't use your mobile phone/smart device to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone/smart device to send or receive anything that may be criminal. For instance, 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone/smart device even when you aren't in school.
9. Don't use vulgar, obscene, racist, sexist, derogatory or homophobic language while on the phone/smart device or when using social media. This language is offensive and can cause significant distress.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone/smart device. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Access to mobile phones/smart devices is a privilege and not a right.
12. Mobile phones/smart devices are not permitted in any internal or external exam or test environment. If you have a mobile phone/smart device, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone/smart device into the test room can result in your exam being declared invalid

Sixth Form Students

Years 12 & 13 can only have access to mobile phones/smart devices in Casterby House and Coffee Club, but not anywhere else in school.

You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.

You cannot upload any images or films to social media platforms during the school day.

Consequences

In the event of a breach of this policy, the mobile/smart device will be confiscated by a member of staff and taken to the school office.

- a. On the first occasion, in a term, if a student breaches the policy, they will be issued with a lunchtime detention; they will be able to collect their phone/smart device from the school office at the end of the day. The student's name will be recorded on a CFC. If it is during the last lesson of the day, the phone must be handed into reception the following day.
- b. On the second occasion, in a term, if a student breaches the policy, they will not have their phones/smart devices returned to them. Parents will need to come into School to collect the Phone/smart device from reception. Students will be required to hand their phone/smart device in each morning at the school office for one week and a lunchtime detention will be set.
- c. On the third occasion, in a term, if a student breaches the policy, they will be required to hand in their phones/smart device to school office at the start of each day and collect at the end of the school day for the whole term (or equivalent number of weeks). Students will serve a long detention.
- d. Steps a) b) and c) are determined as 'misbehaviour' in the School's Behaviour Policy
- e. Misuse of a mobile/smart device, libel, publish malicious falsehoods, to film or photograph without consent, to share on social media platforms, display inappropriate (including pornographic material) is deemed 'serious misbehaviour'.



KS3 & KS4 Acceptable Use Agreement

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of Student:

Form Group:

I will read and follow the rules in this acceptable use agreement below.

When I use the school's IT systems (like computers) to access the internet, in school, I will:

- Always use the school's IT systems and the internet responsibly and for **educational purposes only**
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name and contact details to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or parent/carer) immediately, if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including, social networking sites, chat rooms and gaming sites, unless my teacher has expressly allowed this as part of a directed learning activity
- If I suspect that an email or an attachment doesn't look right or are suspicious of it then I will not open it, or follow any links in emails, without first checking with a teacher or parent/carer.
- Use any inappropriate language when communicating online, including in emails
- Create, link to, or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's networks using someone else's details
- Arrange to meet anyone in person without first consulting my parent/carer

If I bring a personal mobile phone or other personal electronic/smart device into school:

- I will not access it from when I arrive in school until after I leave the school site
- If I need to contact home during the school day, I will speak to a member of staff
- I will not take selfies, images or videos, or post any such material whilst on the school site or transport to and from school or during a school activity offsite (including to and from the school site)

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: This has been discussed with my child and they understand they must abide by these conditions.

Signed (parent/carer):

Date:



KS5 Acceptable Use Agreement

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of Student:

Form Group:

I will read and follow the rules in this acceptable use agreement below.

When I use the school's IT systems (like computers or my personal/smart device) and get onto the internet in school I will:

- Always use the school's IT systems and the internet responsibly and for **educational purposes only**
- Only use them with a teacher's permission in class.
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name or contact details to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or parent/carer) immediately, if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including, social networking sites, chat rooms and gaming sites, unless my teacher has expressly allowed this as part of a directed learning activity
- If I suspect that an email or an attachment doesn't look right or are suspicious of it then I will not open it, or follow any links in emails, without first checking with a teacher or parent/carer.
- Use any inappropriate language when communicating online, including in emails
- Create, link to, or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's networks using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer,

If I bring a personal mobile phone or other personal electronic/smart device into school:

- I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online.
- I will only use my mobile phone/smart device in Casterby and/or Coffee Club
- I will only use my mobile phone/smart device to assist my learning in study areas or sixth form classrooms, with the express permission of staff
- I will not contact home during the school day, without permission from a member of staff
- I will not take selfies, images or videos, or post any such material whilst on the school site or transport to and from school or during a school activity offsite (including to and from the school site)

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: This has been discussed with my child and they understand they must abide by these conditions.

Signed (parent/carer):

Date: