



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

Electronic Devices Policy

Key Document Details:			
Author:	Deputy Headteacher	Department:	Education
Reviewer:	Senior Leadership Team	Version No:	1.3
Last Review:	May 2026	Next Review:	May 2027
Approver:	Headteacher	Date Ratified:	September 2026

Contents

Statement of Equality.....	3
Purpose.....	3
The Policy.....	3
Students with Health Needs.....	5
Staff Support of the Policy.....	6
A Summary.....	6
Appendix 1.....	7
Equality Impact Assessment.....	8

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of this policy is to establish guidelines for the use of mobile phones, MP3 players, earpods, smartwatches, meta glasses and any other AI glasses and all electronic devices at The Walderslade and Greenacre Schools Partnership Girls' School, and to promote a safe and productive learning environment for all students. This policy also supports the school's Behaviour Policy and Safeguarding & Child Protection Policy by ensuring clear, consistent expectations and consequences for the misuse of electronic devices. The policy is also aimed at reducing potential negative impacts on students' mental and emotional health, particularly in secondary school age children, and to combat anxieties born of high-tech lifestyles by encouraging a 'digital detox.' Additionally, the policy seeks to ensure that mobile phones and other electronic devices do not distract students from their work, especially during exam periods. Mobile phones and other electronic devices must remain switched off or on silent and out of sight for the duration of the school day. They must not be seen, heard or used anywhere on the school site unless expressly authorised by a member of staff. and that any student found breaking the mobile phone policy will face sanctions. Finally, the policy encourages parents' cooperation in helping the school maintain these guidelines.

All behaviour expectations within this policy are underpinned by the WGSP values of Aspirational, Respectful and Resilient and are applied consistently by all staff.

The Policy

This policy has been written under the guidance and at the request of a parent committee at The Walderslade & Greenacre Schools Partnership (WGSP). This policy supports a safe and productive learning environment for all students. It applies not only to mobile phones but also to MP3 players, ear-pods, smart watches and meta glasses and any other AI glasses. The school recognises that mobile phones are an integral part of modern life but also acknowledges the potential negative impact excessive use of mobile phones and social media can have on students' mental and emotional health, particularly in secondary school age children. The school has also taken into account research suggesting that young people may experience anxiety over their mobile phone usage, including a fear of missing out or a fear of being without their mobile phone. These anxieties, born of high-tech lifestyles, can be combatted if young people occasionally disconnect from their online lives and take part in a 'digital detox'.

The policy has three main purposes:

- To create a safe learning environment.

- To facilitate heightened productivity.
- To encourage positive mental and emotional health.

Under no circumstances can the school be responsible for loss or damage to these types of items. Students are expected to not bring these devices to school. We appreciate parental support on this issue and ask that parents contact the school office directly if they need to speak to their child/ward during school hours. Similarly, if a child needs to contact home for any reason, they can ask their Head of Year who will issue them with a note to use the office phone if the reason is valid.

Using any kind of device to record images or sound at school is strictly prohibited. This includes recording or sharing content without consent, which may be treated as a safeguarding concern. This does not apply when recording on school equipment as part of the school curriculum.

Any misuse of electronic devices that raises safeguarding concerns, including bullying, harassment, or inappropriate online behaviour, will be managed in line with the school's safeguarding policy and may constitute a safeguarding concern and may result in serious sanctions, including suspension where appropriate.

Mobile phones, ear-pods, smart watches and meta glasses and any other AI glasses are completely prohibited from public examinations and any student found with one will be withdrawn immediately and potentially all future examinations. When internal or external examinations periods occur, the school strongly suggest that these devices are left at home. Any breach will be treated as a serious incident and managed in line with examination regulations and the Behaviour Policy.

Students may bring mobile phones into school; however, they must remain switched off (or on silent where appropriate), out of sight and in their bags throughout the school day unless authorised by a member of staff. Meta glasses and any other AI glasses are prohibited in school. These devices are not to be used at all on site and are not to be used as a learning resource in lessons. This includes during lesson changeover, breaktime and lunchtime. Devices must not be visible at any point during the school day. If a teacher sees a student using a mobile phone, MP3 player, ear-pods, smart watch or meta glasses or any other AI glasses, they have the right to confiscate it. Use of an electronic device will result in immediate escalation within the school's behaviour system.

Summer Uniform and Non-Uniform Days

During periods of summer uniform adaptations or authorised non-uniform days, the expectations of this policy remain unchanged. Mobile phones and other electronic devices must remain switched off (or on silent), completely out of sight and stored securely in a bag throughout the school day. Where blazers are not worn, students are expected to bring a suitable bag in which to store their phone. Devices must not be carried in clothing, waistbands, skirts, pockets or held in the hand at any point during the school day. A visible device will be treated as a breach of this policy and sanctions will be applied in line with Appendix 1.

Sanctions will be applied progressively in line with Appendix 1.

First incident: Device confiscated and returned to the student at the end of the school day.



Second incident: Device confiscated and returned only to a parent/carer.

Persistent breaches: Students may be placed on a temporary Phone Ban requiring them to hand their phone into the Hub on arrival each morning and collect it at the end of the school day.

Students refusing to hand over a device when instructed will be treated as refusing a reasonable instruction and managed through the Behaviour Policy.

Where a student repeatedly breaches this policy, the school will work in partnership with parent/carer's to support improved compliance. This may include temporary restrictions on bringing a device into school or participation in a monitored Phone Ban.

These policies will create a positive learning environment for all students at The Walderslade & Greenacre Schools Partnership. By limiting the use of electronic devices during school hours, we hope to reduce distractions and increase students' concentration levels. Parents and carers are expected to support in helping us maintain this policy.

Furthermore, it is important to note that children of a secondary school age are more likely than most to experience anxiety over their mobile phone usage. These anxieties, born of high-tech lifestyles, can be combatted if young people occasionally disconnect from their online lives and take part in a 'digital detox.'

Having a digital detox can be good for mental health and reduce anxiety levels, as well as help students to be more productive. Studies indicate that mobile phone over usage and social media can distract students from their work. We encourage students to take regular breaks from electronic devices, especially during exam periods and engage in offline activities.

Students with Health Needs

Students who rely on mobile phone applications for health reasons, such as managing a medical condition, will be granted permission to use their mobile phones in school.

To be eligible for this exception, the students' parent/carer must provide a doctor's certificate that outlines the medical condition and the necessity of using a mobile phone app to manage the condition.

The student's mobile phone must be clearly marked as allowed for medical use. The school will provide stickers or branded mobile phone cases for this purpose.

Students who have been granted permission to use their mobile phones for health reasons must still adhere to the school's Electronic Devices Policy and may only use their mobile phones when necessary to manage their medical condition. Use must be strictly limited to managing the medical condition and must not extend to general use.

The Electronic Devices Policy is linked to other school policies, including:

- Behaviour Policy
- Exams Policy



- Safeguarding & Child Protection Policy
- SEND Policy

Staff Support of the Policy

All staff members are expected to support the Mobile Phone Policy and model appropriate behaviour for students.

All staff will apply this policy consistently, challenge misuse of devices immediately, and follow up sanctions in line with the Behaviour Policy.

Staff members are not allowed to use personal mobile phones or electronic devices in areas where students are present, including classrooms, corridors, and outdoor areas. They may only use personal devices in private areas such as staff rooms.

Any staff members who are required to use electronic devices (phones or tablets) as part of their work, must use work phones which are clearly branded as such.

Parental Communication

Parent/carer's will be informed of repeated breaches of the Electronic Devices Policy. The school will work in partnership with families to ensure expectations are understood and consistently applied.

A Summary

- Mobile phones, mp3 players, ear-pods, smart watches and other electronic devices must be kept in students' bags on silent mode or switched off and are not allowed to be used at all on school premises.
- Meta glasses or other AI glasses are prohibited in school. If a student is found in possession of such items they will be confiscated.
- Recording images or sound on any device, including mobile phones, is strictly prohibited at school, exceptions are made, when it is part of the school curriculum.
- The school is not responsible for any loss or damage to mobile phones, mp3 players, smart watches or electronic devices and students are prohibited to use them during public examinations.
- If a student needs to contact their parent or guardian, they should do so through the school office or their Head of Year, who may issue them with a note to use the office phone if the reason is valid.
- Students who are found breaking the mobile phone policy will face sanctions: their devices will be confiscated and persistent breaches may result in a temporary Phone Ban requiring students to hand their phone into the Hub each morning before lessons and collect it at the end of the school day.
- The school can and will arrange further consequences for students who persistently refuse to adhere to the Electronic Devices Policy.

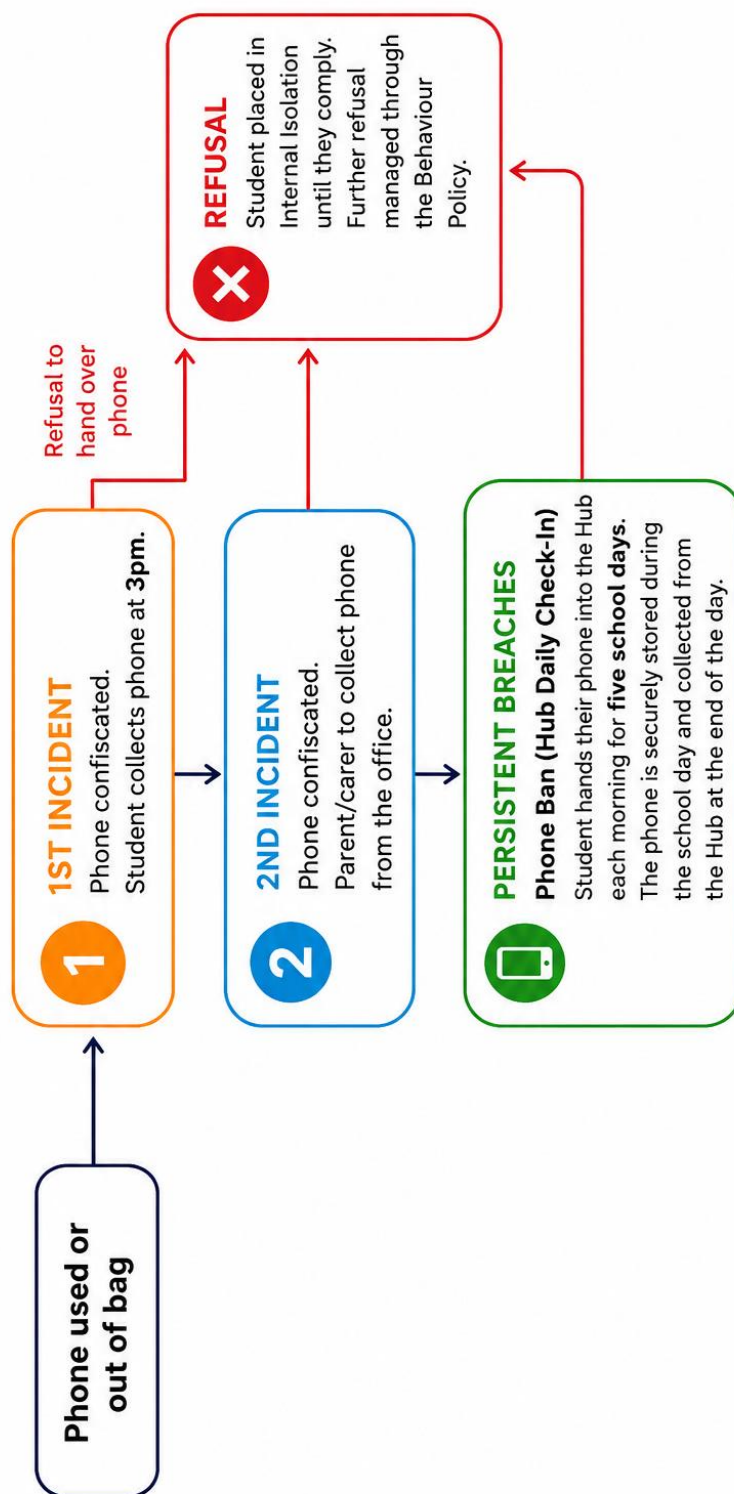
- During examination periods, students are expected to leave their mobile phones, mp3 players and smart watches at home, and bringing them to school during these times is strongly discouraged.
- Schools will facilitate a daily digital detox, as research suggests that overuse of mobile phones can negatively impact their mental health and productivity.

Persistent refusal to follow the Electronic Devices Policy may result in escalation through the school's behaviour system, including senior staff involvement and potential suspension in serious cases.



Appendix 1

WGSP Mobile Phone Sanction Flowchart



* Staff should ensure confiscated phones are taken to the school office as soon as possible. If this cannot be done immediately, the On Call team should transport the device to the office.

** Student Services will log the incident and contact parents/carers where appropriate.

Equality Impact Assessment

Who is the policy or process intended for?	Students	Employees	Govs/ Trustees	Volunteers	Visitors		
	☒	☒	☒	☒	☒		
Status of the policy or process:	New policy or process			Existing policy or process			
	☐			☒			
Analysis							
Protected Characteristic	Impact analysis			Explanation of impact analysis			
	Positive	Neutral	Negative				
Age:	☐	☒	☐				
Disability:	☐	☒	☐				
Sex:	☐	☒	☐				
Gender reassignment:	☐	☒	☐				
Race:	☐	☒	☐				
Religion or belief:	☐	☒	☐				
Sexual orientation:	☐	☒	☐				
Marriage or civil partnership:	☐	☒	☐				
Pregnancy and maternity:	☐	☒	☐				
Student groups (PP/SEN/CLA):	☐	☒	☐				
Evaluation and decision making							
Summary of action taken:							
Final decision:							