

Bradford Grammar School

Mobile and Smart Device Guidance

This guidance applies to the Junior School and Senior School

- Bradford Grammar School (School) recognises that mobile devices, such as phones, smart watches and other wearable technology are an important part of everyday life for pupils, both as a tool to manage their lives safely and as an educational device in the classroom.
- The School recognises that mobile devices with internet access (smart devices) can be useful as tools to support teaching and learning. There are many educational websites, apps and other electronic resources available which both teachers and pupils use in the classroom or at home to assist with their education, and the School encourages the appropriate use of such technologies as part of the learning process. The School aims to prepare its pupils for life in the modern world and we recognise that young people today will use technology throughout their lives for learning, work and leisure.
- Smart devices can also be an unhelpful distraction within the school day, however; they can impact negatively on social interaction, become a focus for addictive behaviour, be used for inappropriate online activity and cyberbullying and carry the potential risk of theft.
- The School shares a growing concern that over-reliance on and addiction to the use of smart devices can have a damaging effect on the mental health of some young people.
- The School accepts that pupils may sometimes need to be able to communicate with parents at times within their school day, particularly about travel arrangements. Smart devices play an important part in safeguarding our pupils when they are commuting to and from school and parents may sometimes need to get a message to their child during the school day. Messages can be passed on to pupils via Reception or the School Office, when required, so they do not need to use their smart device for communication with their parents during the school day.

In Junior School

- Mobile phones may not be brought to school without specific authorisation from the Junior School Head.
- Pupils with authorisation to bring a mobile phone, must hand their phone in at registration and this is then returned to them at the end of the school day.
- Pupils must not use their phones at wraparound care or on trips and fixtures unless specifically authorised by a member of staff.
- Smart watches and other electronic music or games devices are not permitted.

In Senior School

- Mobile phones must be turned off and placed in a pupil's bag or locker for the school day (08:45-16:00).

- Other smart devices must have their smart functionality switched off or put in school mode for the school day (08:45-16:00).
- If a teacher wishes to integrate personal mobile technology into educational activities this will be allowed, and pupils can turn on their mobile device to use it in the activity as instructed and supervised by the teacher.
- The use of mobile devices in educational activities must be carefully planned to ensure it does not exclude pupils who do not have a smart device. In a context where the use of mobile device technology has been planned within a lesson, pupils will be given permission to use their devices in class. They will be closely monitored by the member(s) of staff and any pupil who abuses the opportunity will be dealt with through normal School disciplinary procedures. Filming or photographing of other pupils within lessons should only take place in activities authorised by the teacher, and subject to the School's Managing Images of Children Guidance.
- Pupils should not use mobile devices to contact parents during the school day.
- Pupils who travel to and from fixtures or are attending educational visits during the week will also be required to follow the whole school rule during the school day (08:45-16:00).
- Pupils wishing to use their mobile devices to record their homework, or notes made during the lesson may do so with the permission of the subject teacher.
- Sixth formers will be allowed to switch their phone on in the Sixth Form Centre only at breaktime and lunchtime during the school day. During non-contact time for the rest of the school day sixth formers will follow the whole school rule.
- Sixth formers will have time before school, at break time and at lunchtime to organise themselves in terms of work to be done in non-contact time, rather than being reliant upon information stored on their mobile phone.
- Sixth formers who choose to bring in their own laptop, iPad etc. must not access social media on their device during non-contact time. However, they may do so if it is break time or lunchtime and they are in the Sixth Form Centre.
- Pupils may only charge their electrical devices in school with the permission of an employee and must only do so using a charger which has been PAT tested by the School. Sixth Form pupils may charge their phones from the USB ports available in the Sixth Form Centre.
- Staff who send Teams messages to pupils during the school day should not expect these to be read and/or responded to during the school day (08:45-16:00).
- In the case of co-curricular activities, educational trips, visits and exchanges mobile devices may only be used with the permission of the member(s) of staff in charge.

For pupils who use a mobile phone for medical or SEND reasons, reasonable adjustments will be applied as part of the mobile devices review. Learning Support has already contacted the pupils affected. If you have any questions relating to SEND and the mobile device review, please email learningsupport@bradfordgrammar.com

Senior School and Sixth Form pupils who use a smart device on School premises without permission or in any other way which breaches the rules detailed above, will have their device confiscated by a member of staff and will be asked to collect it at the end of the school day either from the Deputy Head's office or the Assistant Heads' office and in the first instance will be awarded a Monday night detention. Pupils who persistently breach the use of smart device rules will be awarded a more significant sanction. In some circumstances, parents may be contacted to discuss whether it is appropriate to return the device immediately or extend the period of confiscation.

If a member of staff has any suspicion that a smart device has unsuitable material stored on it, or if a pupil has disrupted lessons using a device or used it for any form of bullying, the pupil will be required to hand over the device to a member of staff, and parents will be asked to collect it from a senior member of staff.

The use of smart devices to bully or threaten other pupils is unacceptable; cyberbullying is not tolerated at Bradford Grammar School (See the Acceptable Use Agreement and Antibullying Policy for further details).

Parents are reminded that in cases of emergency the School Office remains the appropriate point of contact, and the School Office team will always ensure your child can be reached quickly when the need arises. Passing on messages through the School Office also reduces the likelihood of disruption to lessons.

Parents should be aware that whilst there are obvious benefits to pupils having a smart device in terms of personal safety there are also some associated risks. The School encourages parents to take responsibility for promoting the sensible use of smart devices at home, and to discourage excessive, untimely or inappropriate use of these devices out of school.

Bradford Grammar School accepts no responsibility for risk theft, loss, damage or health effects of smart devices. Parents and pupils should ensure that smart devices brought into School are properly insured.

Guidance reviewed by: Miss J Watson Assistant Head Pastoral
Last guidance review date: Spring 2026
Next guidance review date: Spring 2028