



St Paul's School

FOUNDED 1509

SPS Mobile Phones and Smart Devices Policy

Author/reviewer responsible:	Deputy Head (Pastoral)	Date of last review:	03/26
Reviewed by:	Exec	Date of authorisation:	03/26
Authorised by resolution of:	Surmaster	Date of next review:	06/26

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to: policyquery@stpaulsschool.org.uk

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1) Policy Statement

The potential of mobile smartphones and other smart devices such as smart watches – very widely owned by our pupils and by teenagers generally – to influence pupil education, safety and wellbeing necessitates a clear and thoughtful policy on their use at School. DfE guidance particularly stresses their potential for substantial negative impact, and mandates that *'all schools should be mobile phone-free environments by default; anything other than this should be by exception only'*. In addition to mobile phones, the DfE also obligates the prohibition of smart devices such as smart watches, or any other device with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video). The DfE permit some access to phones for pupils in the Eighth Form, given their enhanced maturity, as long as that does not compromise the phone-free environment required for younger pupils.

This policy is applicable whenever a pupil is on the school campus, as well as on school trips and co-curricular activities. Pupils should be aware that the school actively monitors and filters any activity on its WiFi network including usage on privately owned mobile devices.

2) Aims and Definitions

The policy aims to:

- Ensure the school is a phone-free environment, except in so far as permitted by this policy.
- Promote responsible and appropriate usage of mobile phones and other smart devices by pupils
- Support staff in implementing this approach

It supplements and should be read in conjunction with the following documents:

- [Safeguarding and Child Protection Policy](#)
- [Keeping Children Safe in Education \(DfE, 2025\)](#)
- [Mobile Phones in Schools \(DfE, 2026\)](#)
- [Anti-Bullying Policy](#)
- [Behaviour, Rewards and Sanctions Policy](#)
- [eSafety Policy \(including Pupil ICT Acceptable Use Policy\)](#)
- [Safeguarding and Child Protection Policy](#)

The prohibition on mobile phones also includes a prohibition on other forms of smart device (e.g. smart-watches or smart-glasses), other than the main tablet/laptop permitted for school-work purposes. Henceforth in this policy, these other items will be referred to as **'other smart devices'**.

The **'School Day'** as referred to in the policy means from 08.30 – 16.15, Monday-Friday. Specific sections cover time outside of the main School Day, such as weekends.

3) Lead Members of Staff

Whilst all staff have a responsibility to promote the appropriate use of mobile phones and other smart devices, lead members of staff include:

- Deputy Head (Pastoral)
- Director of Digital Learning & Innovation
- Designated Safeguarding Lead
- Head of PSHE
- Head of Character Education

4) Responsibilities

- It is the responsibility of pupils who bring mobile phones or other smart devices to school to abide by the requirements set out in this document.
- The decision to provide a mobile phone or other smart device to their children should be made by parents or guardians. It is incumbent upon parents to understand their capabilities and the potential use/mis-use of those capabilities. We strongly encourage parents to install appropriate filtering and monitoring software on any such device used by their children.
- Parents/guardians are reminded that in case of an emergency, School Reception remains the most appropriate point of contact and can ensure your child is reached quickly and sensitively. The School Reception number is 02087479162.

5) Education

Pupils will be educated about excessive mobile phone use, screen-time and social media use through the assembly program and PSHE curriculum.

6) Year Group Restrictions

a) Fourth and Fifth Form

Pupils in the Fourth and Fifth Form may not use or access their mobile phone or other smart device during the School Day. They will be required to place their mobile phones and other smart devices in Yondr pouches during Tutor Time each morning. Related processes are contained at Appendix 1 (Yondr Guidelines). All other rules around mobile phone/smart device use detailed below also apply to Fourth and Fifth Form pupils.

b) Sixth Form (From 1 April 2026)

Mobile phones or other smart devices may not be used, seen or heard on the School site during the School Day. This means that mobile phones or other smart devices should be placed on silent for the entirety of the school day and should not be interacted with in any way, in any location. Sixth Form pupils should not wear or use a smart watch or other device in school during the School Day.

These rules also apply to pupils coming onsite during periods of Exam or Study leave, or for post-exam activity days in school.

c) Eighth Form (from 1 April 2026)

Mobile phones or other smart devices may not be used, seen or heard on the School site during the School Day, except in areas specially designated for this purpose. This means that mobile phones or other smart devices should be placed on silent for the entirety of the school day and should not be interacted with in any way in any location except in those areas. Eighth Form pupils should not wear or use a smart watch or other device during the School Day.

These rules also apply to pupils coming onsite during periods of Exam or Study leave, or for post-exam activity days in school.

Designated areas for the Eighth Form to access their phones during Summer Term 2026 are:

- For the Upper Eighth – the Upper Eighth Common Room
- For the Lower Eighth – the Dorfman Theatre Foyer and Lawn

Use of phones/other smart devices in these areas must be in those areas only (i.e. not when travelling to and from them) and out of clear sight of any younger pupils in the vicinity.

d) Exceptions for all year groups

It is acknowledged that there may be exceptional circumstances where a pupil needs access to their mobile phone at other times (e.g. to check a diabetes app). Where a pupil believes this to be the case, this must be agreed in advance with their Undermaster.

e) Emergency Contact Home

Pupils who believe they must urgently contact home should do so via Reception or an Undermaster.

f) Actions for breach

Teacher Challenge and Flag will be the action taken if a staff member sees a pupil using their mobile phone or any other smart device in contravention of this policy. Sanctions may then be issued by the Undermaster in accordance with the Behaviour, Rewards and Sanctions policy (or in accordance with the Yondr Guidelines for those year groups using Yondr pouches).

7) Trips, Sports Fixtures, off-site activities – All Year Groups

Mobile phones or other smart devices on trips, fixtures and off-site activities must not be used without the prior permission of the teacher leading the trip. However, St Paul's recognises the practical benefits of having access to a mobile phone on a trip or away sports fixture, such as for safety reasons, therefore mobile phones and other smart devices will be permitted on trips, and should be released from Yondr pouches should a trip depart from school during the School Day. In addition, there will be potential educational uses, such as data gathering, or moments of downtime, such as coach travel. The use of mobile phones and smart devices on school trips and away sports fixtures will, therefore, be for the member of staff leading the trip, in conjunction with the Educational Visits Coordinator, to determine and advise pupils and parents accordingly. Misuse of mobile phones or other smart devices in any such permitted circumstances will be handled in accordance with the general principles of this document and the Behaviour, Rewards and Sanctions policy.

8) After-School Activities and Weekends

On Monday to Friday, or at the weekend, pupils may access their phones or other smart devices outside of the School Day. During formal school activities running in those times, use of mobile phones or other smart devices will be with the permission of the staff member in charge only.

9) Boarding

Use of phones by boarders outside the School Day will be in accordance with Boarding Rules, which are designed to healthily limit screen-time whilst enabling boarders to have a comparable life experience to day pupils (including the ability to communicate to sustain family relationships and friendships with non-boarders).

10) Staff Use

- All staff can play an important role in promoting the healthy use of mobile phones and other smart devices by modelling positive behaviour.
- The DfE acknowledge that mobile phones will be used by staff in the performance of school duties (for instance, entering commendations or taking the register) but state that staff should not use mobile phones for personal reasons in front of pupils.
- Staff should keep to a minimum the occasions on which they use their mobile phones or other smart devices in front of pupils, even for work-related reasons.

11) Theft, Damage and Loss

- Pupils should mark their mobile phone or other smart device clearly with their name. Pupils are also encouraged to record the serial number of their devices and to activate helpful features such as 'find my phone'.
- To reduce the risk of theft during school hours, pupils who carry mobile phones or other smart devices are advised to keep them well concealed, and to keep them secured in their locker when they are not on their person.
- Mobile phones or smart devices that are found in the school and whose owner cannot be located should be handed in at reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or smart devices.
- The school accepts no responsibility for pupils who lose or have their mobile phones or smart devices stolen while travelling to and from school.
- Pupils should use passwords or PINs to ensure that only they can use their mobile phone to make calls, send messages, post to social media, etc.

Appendix 1 – Daily Yondr Processes

- a) Each pupil must bring their Yondr pouch to school with them every morning.
- b) It is their responsibility to ensure the pouch is in the unlocked position for the start of Tutor Time. Unlocking stations will be available by the main reception at the start of the day if required.
- c) At 08:30am, during morning registration the tutor will ask every pupil to show them completing the following actions:
 - switching their mobile phone or other smart device off
 - putting it in their Yondr pouch
 - clicking the pouch shut before then departing for assembly or period 1/remaining for tutor time.
- d) The pupil keeps the pouch and their phone in their possession for the day or in their locker. It remains their property and responsibility, but the phone cannot be accessed.
- e) At the end of the day, on the way out of school, the pupil touches their phone against an unlocking station which opens the pouch. Mobile phones or smart devices cannot be used in school before the end of the School Day.
- f) The pouch must be clearly named, and we recommend the pupil store the pouch in the “unlocked” position in their school bag until the following morning.
- g) If a pupil needs to contact a parent during school hours, they should go to the main school reception and ask to use their phone there.
- h) If a pupil requires access to their mobile phone for a medical need (for instance, to monitor a diabetes app) then a separate unlockable pouch will be arranged. Please contact your son’s Undermaster to arrange this.

Further details

i) If a pupil comes to school without their Yondr pouch

- If, at morning registration or before the start of Period 1, a pupil does not have their pouch with them, then they must attend Reception where their name will be recorded and a loan pouch will be issued.
- A pupil may receive one loan pouch in a term without sanction (provided the pouch is returned at the end of the school day to Reception).
- The pupil must then return to their tutor to complete the standard morning storage procedure.
- The Loan Pouch must be returned at the end of the School Day.
- Failure to return a loan pouch at the end of a school day will result in a Friday detention.
- A Friday detention will be awarded for a second failure per term to bring a pouch to school.

j) If a Yondr pouch is lost or damaged

- If accidental damage or manufacturing defect renders a pouch unusable, a new one will be issued free of charge. Such damage must be reported to the Undermaster.
- If a pupil loses a pouch, they will be charged £20 for a permanent replacement. Replacements must be obtained as soon as possible from Undermasters or Reception. The pupil will be issued with a Friday detention where this has not been reported by them proactively to the Undermaster. Persistent breaches of this nature will lead to higher sanctions.
- If a pupil deliberately damages a pouch (e.g. cuts it open) they will be issued with a Saturday detention and charged for a replacement. Persistent breaches of this nature will lead to higher sanctions.

k) If a pupil leaves their mobile phone turned on in a Yondr pouch

- The pupil will be issued with a Friday detention. At the first opportunity, the pupil should then go to reception to open the pouch, turn their phone off and re-lock the pouch.

l) If a pupil is found with a mobile phone or smart device that is not locked in a Yondr pouch

- The pupil must lock the item in their pouch. The pupil will be issued with a Saturday detention.

m) If a pupil goes home at the end of the school day without unlocking their pouch?

- It is usually possible to arrange to come on-site outside normal hours to retrieve a forgotten item; similarly, it should be possible to arrange to come on-site to access an unlocking station by contacting main reception on 020 8748 9162.

n) If a pupil needs to leave school early for reasons of sickness, an appointment, etc.

- There will be a supervised unlocking station available throughout the school day at Reception. The phone will be unlocked at the same time as the child is given their exit pass.

o) If a pupil arrives at school after morning registration, but in time to head to their assembly.

- The pupil will attend their assembly and, when signing in with the late-register staff member, the pupil will lock their mobile or other device in their pouch.

p) If a pupil arrives at school too late to attend their morning registration OR their morning assembly.

- The pupil must lock their mobile phone and any other smart device in their pouch when signing in at the Attendance office. In all cases, it is the pupil's responsibility to ensure their phone is switched off and locked in their pouch.