



St. Gregory's Catholic High School

Pupils' Personal Electronic Devices Policy

Monitoring

The implementation of this policy will be monitored by the Assistant Headteacher, Personal Development. The policy will be reviewed regularly and amended where necessary to ensure it remains fit for purpose.

Evaluation

The policy was reviewed by the Senior Leadership Team on 18th May 2026 prior to the submission of the policy to Governors Standards Committee for scrutiny and recommendation to the Full Governing Board for approval

Key policy dates:

Ratified by the Full Governing Board: 8th July 2026

Review frequency: Annually

Next policy review commences: Summer Term 2027

Mission Statement

Every member of St. Gregory's Catholic High School will work together in solidarity for the common good of our diverse community. We have no better inspiration than the teaching of Jesus Christ. We believe every person is unique and made in the image of God and should be treated justly with dignity, love and respect. We will follow Jesus by embracing our God given charisms to carry out our mission to serve. We are one family inspired to learn.

Contents

1. Legal framework
2. Key roles and responsibilities
3. YONDR pouches
4. Ownership and Responsibility
5. Procedures
6. Adaptations
7. Residential trips abroad, other trips and acceptable use
8. Photographs
9. Cyberbullying
10. Searching Pupils
11. Accessing and storing data
12. Yondr Procedures
13. Sanctions
14. Complaints

Statement of Intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day, using the Yondr pouches as a main vehicle for this.

St. Gregory's High School accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security; however, such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices must be used by pupils in school to ensure both personal safety and an appropriate learning environment.

This policy establishes how personal electronic devices and Yondr pouches must be managed so that pupils are able to travel safely to and from school while the school day itself remains free from mobile phone use, digital distraction, harmful recording, cyberbullying and avoidable safeguarding risk, and, therefore, minimising the risk of serious behaviour and conduct breaches.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones

- Smart watches
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing information
- Any other wearable technology e.g. Smart Glasses

1. Legal Framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
 - DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
 - DfE 'Behaviour in Schools'
 - DfE 'Keeping children safe in education 2025'
 - DfE 'Searching, screening and confiscation at school'
 - Data Protection Act 2018
 - The UK General Data Protection Regulation (UK GDPR)
 - Voyeurism (Offences) Act 2019
 - Protection of Children Act 1978
 - Sexual Offences Act 2003
 - DfE 'Cyberbullying: Advice for headteachers and school staff'
- This policy operates in conjunction with the following school policies:
- Anti-bullying Policy
 - Online Safety Policy
 - Data Protection Policy
 - Child Protection and Safeguarding Policy
 - Complaints Procedures Policy
 - Child-on-child Abuse Policy
 - Behaviour Policy
 - Staff Code of Conduct
 - Records Management Policy
 - Cyber Security Policy

2. Key Roles and Responsibilities

The governing board will be responsible for:

- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy in line with the current policy cycle.
- Reviewing complaints in relation to this policy at the appropriate stage

The headteacher or designated senior leader will be responsible for:

- The day-to-day implementation and management of the policy.

- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought to school and when they can and cannot be used.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Policy and the Behaviour Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL or DDSL, where misuse indicates risk of harm.
- Avoiding use of their mobile phones in front of pupils for any non-work related issues.
- Teaching pupils about the risks associated with mobile phones, other devices and social media, both in school and more broadly.

The DSL will be responsible for:

- Safeguarding concerns related to mobile or similar devices
- Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. YONDR pouch

The school has adopted the use of a Yondr pouch to facilitate the successful implementation of this policy. It is a secure pouch provided to pupils by the school for the purpose of locking away mobile phones and relevant wearable technology during the school day. The pouch allows pupils to retain physical possession of their device while preventing access to it during the school day.

The Yondr pouch remains school property unless the school states otherwise. Pupils are responsible for bringing their pouch to and from school each day and keeping it in good working condition.

4. Ownership and responsibility

Pupils are responsible for their own belongings. Where pupils are bringing personal electronic devices into school, they will be expected to make their parents aware of this. Pupils will remain responsible for the safety and security of any personal devices brought into school and the school will not accept responsibility for loss, theft or damage, and no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Staff will be protected against liability in any proceedings brought against them for any loss or damage to personal devices that have been confiscated as an appropriate sanction, provided that they have acted lawfully.

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

The replacement cost for a damaged or lost Yondr pouch is **£15**.

5. Procedures

Pupils will be encouraged to avoid bringing phones to school; however, if phones are brought to school they will be switched off, placed inside the Yondr pouch and placed in their bag or locked in the school lock box and stored in the attendance office. Similarly, devices including smart watches, must be switched off, placed in the Yondr pouch and out of sight from entry through the outer gates until leaving the premises after unlocking their Yondr pouch.

Mobile phones or other devices will not be seen, heard or accessed at any point during the school day, including during break and lunch times, unless an agreed exception applies.

Where an agreed exception is in place, use of a personal device will be limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school. All other use will be prohibited.

Where it is necessary and agreed and pupils need to bring in a personal device for learning/access purposes such as laptops or tablets for learning, such devices will be used in accordance with this policy. Pupils will sign a Device and Technology Acceptable Use Agreement to ensure that devices are only used for the educational purpose intended. Any BYOD arrangements will not include mobile phones.

The use of a mobile phone may be granted by a member of staff, or adaptations may apply, where, for example, a medical condition requires a mobile device to monitor.

The school will consider the risks that may be posed to pupils who do not have access to their mobile phone when organising travel to and from school. The school will consult with Parents / Carers to consider ways to mitigate any concerns around the issue of travel to and from school.

Pupils will be able to access their personal devices when travelling to and from school; however, they must not be used to arrange travel during the course of the school day.

Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

If pupils fall ill during school hours, they will not use their mobile device to contact parents / carers; they will use the agreed school procedures.

Under no circumstances will personal electronic devices be taken into examinations. Devices will be kept in Yondr pouches and in their bag and left outside of the examination room or handed to a member of staff for safekeeping during the examination.

Under no circumstances will mobile devices be used in changing rooms or toilets, unless there is an agreed medical need.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the headteacher, and, if agreed, they will need to have an up-to-date portable appliance test (PAT) to comply with health and safety requirements.

6. Adaptations

Where a pupil has an agreed adaptation that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan. The school will make adaptations, where required by law.

Pupils who require access to their mobile devices for specific medical purposes will be provided with a medical pouch. These medical conditions include but are not limited to: Diabetes type 1, medical implants and the use of pacemakers.

7. Residential Trips Abroad and Acceptable Use

As part of planning residential school trips, Yondr pouches and procedures may be adhered to.

St. Gregory's Catholic High School recognises that on enrichment residential trips abroad it is desirable for safeguarding reasons that a pupil has the means to contact the designated teacher holding the school phone in case of an emergency.

It is accepted that pupils may wish to use their phone to take photographs whilst on such enrichment trips abroad.

Mobile devices should not be used in any manner or place on a school residential trip that is disruptive to the normal routine of the trip or inappropriate according to cultural, social or religious customs.

It will be at the discretion of the school trip leader on any enrichment visit other than abroad whether mobile phones can be used to take photographs. This will be communicated in a letter to parents and pupils.

8. Photographs

No photographs must be taken without the permission of the subject, whilst on a residential trip abroad or any other trip. Misuse of photographs in relation to any social media platform will be treated as cyber bullying and dealt with in accordance with the school's anti-bullying policy.

No photographs must be taken of a member of St. Gregory's staff whilst on a school trip abroad, or any other trip without permission.

The lead teacher on a school residential trip, or any other trip, along with other members of staff on that trip, reserve the right to confiscate any personal electronic device until return to the UK.

9. Cyberbullying

All personal electronic devices will be used in line with our E- Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PD lessons

10. Searching Pupils

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

All searches will be conducted in line with the school's Power to Search aspect of the Behaviour Policy.

The headteacher, and other authorised staff members, will have the power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour Policy.

In all cases the authorised member of staff will always:

- Seek the co-operation of the pupil before conducting a search.
- Ensure the pupil understands the reason for the search and how it will be conducted.
- Give the pupil the opportunity to ask any questions so that their agreement is informed.
- Have due regard to the DfE's 'Searching, screening and confiscation' guidance.

Staff may search a pupil's outer clothing, pockets, possessions, desks or lockers. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags.

A staff member may ask a pupil to show them what they are doing on their mobile phone or tablet if they reasonably believe that the pupil is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a pupil's electronic device and delete them if necessary.

Staff members will ensure they have a good reason to examine and delete data on a pupil's electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.

Pupils are required to comply with any request to check their electronic device.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

11. Accessing and Storing Data

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.

Storing and using the personal data of any pupil or member of staff for non-work related activity is strictly prohibited.

More information about accessing data can be found in our Data Protection Policy.

12. Yondr Procedure

Upon arrival, pupils who bring a mobile phone or relevant wearable technology to school will:

- Unlock their pouch if required; it is expected that pupils will need to unlock their pouch
- Turn the device off before entering the school building or designated pouching area.
- Place their phone and any relevant wearable technology inside their assigned Yondr pouch.
- Lock the Yondr pouch in the presence of school staff or at the designated locking point.
- Place the locked pouch in their school bag and keep it there throughout the school day.

At the end of the school day, pupils will:

- Unlock their pouch at the designated unlocking point after the end of the school day.
- Retrieve their phone and wearable technology.
- Re-close the pouch to protect the locking mechanism from damage.
- Take the pouch home and return with it the following school day.
- Pupils must not unlock, attempt to unlock, force open, cut, damage, mark, interfere with or tamper with a Yondr pouch.

Pupils must not bring a high-strength magnet or any device or tool intended to open, weaken or bypass the Yondr pouch mechanism. Possession or use of such an item will be treated as a serious breach of the Behaviour Policy and this policy.

The school may conduct pouch checks at the gate, during form time, during lessons, at social times or at any other reasonable point in the school day to ensure that the system is being followed.

Late arrivals, early departures and pupils leaving site:

Pupils arriving late must report to attendance office or the designated late gate and must secure their phone and wearable technology in their Yondr pouch before going to lessons. Pupils leaving school early for an authorised appointment must report to attendance office. The pouch may be unlocked by school staff at the attendance office only when the pupil is leaving the school site.

If a pupil returns to school during the same day, they must report to the attendance office and secure their device in the Yondr pouch before returning to lessons or social areas.

Failure to report to the attendance office staff immediately after arrival to register a late mark and have a pouch check will lead to an immediate notification to a senior member of staff or pastoral leader who will then review the breach of policy

Parents/ carers who need to contact their child during the school day should do so via the school office on **01925574888**. We will then pass this message onto your child.

13. Sanctions

The school will apply sanctions for breaches of this policy in a consistent and proportionate manner, in line with the school's Behaviour Policy.

Additional sanctions may include detentions or other disciplinary measures in accordance with the Behaviour Policy.

Where a breach gives cause to suspect a pupil may be suffering, or may be at risk of, harm, staff will follow the school's safeguarding procedures and report concerns to the DSL. It is within the right of St. Gregory's Catholic High School to confiscate a personal electronic device, Yondr pouch or related item if any aspect of this policy is not adhered to. Confiscated devices will be switched off where possible and held securely.

Sanctions will be applied consistently and proportionately in line with the Behaviour Policy, taking account of the circumstances of the incident, the pupil's age, SEND, medical needs, safeguarding context and previous conduct.

The following are examples of breaches of this policy but are not exhaustive:

- A phone, smart watch or other device is seen, heard, used, accessed or found outside the locked Yondr pouch during the school day.
- A phone rings, vibrates, receives notifications or is used through a connected wearable device or headphones.
- A pupil forgets, loses, damages or refuses to use their Yondr pouch.
- A pupil brings a second device or attempts to bypass the Yondr system.
- A pupil refuses to hand over a device, pouch or related item when reasonably instructed by a member of staff.
- A pupil damages, tampers with or attempts to open a pouch without permission.

- A pupil records, photographs, shares content, cyberbullies, harasses or uses a device to cause harm.

The usual staged response will be as follows, although the school may move to a higher stage immediately where the incident is serious:

Stage 1 - First breach

- The device will be confiscated immediately, switched off where possible and stored securely in school overnight.
- The breach will be logged on the school behaviour system and a detention given.
- Parents/carers will be informed by the relevant pastoral team as soon as feasibly possible.
- Parents/carers will be required to make an appointment and collect the device from school in person.
- Further school sanctions may be applied in line with the Behaviour Policy.

Stage 2 - Second breach

- The pupil may lose the privilege of bringing a phone or personal electronic device to school for a period of 12 school weeks, unless a specific exception is agreed.
- The pupil may be required to hand their device in to the lockbox or to a named pastoral member of staff each morning and not be permitted to be in possession of a phone or similar device whilst in school.
- A behaviour contract, report, detention, Columba Room placement, parent / carer meeting, SLT intervention or other proportionate sanction may be used.
- Where the breach involves deliberate damage, tampering, refusal, safeguarding risk, harassment, recording, sexualised behaviour, criminality or serious defiance, the matter may be escalated under the Behaviour Policy and Child Sexual Exploitation Policy and Safeguarding Policy. Suspension or Permanent Exclusion may be considered where proportionate / where a serious breach has taken place.

If a phone or other personal electronic device is confiscated at the end of a half term or at the end of a term, the school will make arrangements that are reasonable and proportionate in the circumstances.

Bullying, harassment, online abuse or safeguarding concerns involving a mobile phone or personal electronic device will be managed in line with the relevant school policy and may override the usual staged response.

Refusal to hand over a device, refusal to comply with a pouch check or refusal to follow a reasonable instruction linked to this policy will be treated as a separate behaviour matter and may result in suspension. Parents and carers will need to be available to collect their child from school or provide written permission for their child to make their own way home should the school face a complete failure to comply with any instructions take place.

St. Gregory's recognises that it owes a duty of care to each child in its care to do what is reasonable to protect the health, safety and welfare of children in our school. Therefore, if a phone is confiscated, the relevant pupil progress manager (PPM)/ pastoral support manager (PSM) will inform parents / carers that the phone has been confiscated. The child will be allowed to contact home to make appropriate arrangements, if needed, to go home.

14. Complaints

Complaints about the application of this policy will be dealt with in accordance with the school's Complaints Procedures Policy, available on the school website or from the school office.

Where a concern relates to safeguarding, child protection, discrimination, SEND, medical needs or data protection, it will be referred to the appropriate senior member of staff and handled in line with the relevant school policy.