



Portsmouth
High School

GDST
GIRLS' DAY SCHOOL TRUST

Mobile Phone Policy

Pre-School, Prep, Senior and Sixth Form

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Part of the Girls' Day School Trust family of schools



School Mobile Phone Policy

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: Anti-Bullying, Behaviour and Discipline, and Safeguarding and Child Protection.
- We encourage the safe and positive use of mobile phones, embracing the beneficial aspects and opportunities of the online world.
- Online safety and responsible mobile phone use are key topics in our PSHE curriculum.
- Students receive guidance and support on these topics through lessons, external speakers, and workshops.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft, damage or breach of security of such items on school premises.
- If a pupil needs to contact his/her parents or carers they will be allowed to use their mobile phone or a school phone, as long as they have permission from a member of school staff.
- Parents are advised to contact their child via the school office during school hours.

Prep School

- Prep School students may bring mobile phones into school but these must be switched off and left at main reception in the morning and collected at the end of the school day.

Years 7 to 9

- Students in Years 7 to 9 are permitted to bring mobile phones into school.
- Phones must be switched off and put away during the school day.
- All communication between students and parents during school hours must be relayed via the school office.
- Mobile phone use is allowed on the school premises after the end of the school day.

Years 10 to 13

- Students in Years 10 to 13 are allowed to bring mobile phones into school.
- Phone use is restricted to common rooms and Sixth Form house during break time and lunch time only.
- Phone use is not permitted outside of these designated spaces.
- Students should connect to the school Wi-Fi when accessing the internet on their phones.

Enforcement and Sanctions

- Appropriate sanctions will be implemented for policy violations.
- Staff members are authorised to confiscate students' phones.
- Confiscated phones will be handed to the school office and can be collected by students at the end of the school day.
- Repeated violations may result in escalated sanctions.
- Incidents of cyberbullying via phones will be thoroughly investigated, and appropriate sanctions will be applied.

- The sending of abusive or inappropriate messages/content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt according to the Discipline and Behaviour for Learning Policy.
- All members of the community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school's Discipline and Behaviour for Learning Policy or Safeguarding and Child Protection policies.
- Mobile phones or personal devices will not be used by pupils during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's grade in that examination or all examinations being nullified.
- Searches for and of mobile phone or personal devices will only be carried out in accordance with the relevant government guidance.
- Schools are not required to inform parents before a search takes place or to gain consent for a search for a prohibited item, or item which a member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person.
- A search without consent will only be conducted by a member of staff of the same sex as the pupil being searched and authorised by the Head. There will also be a member of staff acting as a witness who will also, if possible, be of the same sex. A pupil's possessions will only be searched in the presence of the pupil and a witness.
- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.
- If there is a suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- The confiscation and searching of a phone or other digital device will normally be carried out in consultation with a senior member of staff.

Date: August 2025

Review Date: September 2026

Deputy Head Pastoral

Location:

Parents' handbook

Website