LORETO GRAMMAR SCHOOL OMAGH

Digital Devices and Mobile Phone Policy

'Striving for Excellence – the* LORETO *way'

Updated: November 2026

Digital Devices and Mobile Phone Policy

(*replacing Bring your own Device to School Policy)*

Loreto Grammar School is committed to promoting student wellbeing, positive relationships, safeguarding and high-quality learning. The structured use of mobile phones through the secure pouch system supports a focused learning environment, reduces distractions, encourages face-to-face interaction and contributes to a positive school culture.

The school recognises that mobile phones can provide valuable opportunities for communication and learning when used appropriately. This policy outlines the expectations for the bringing, storage and use of mobile phones in school and seeks to ensure a safe, respectful and productive environment for all members of the school community.

Approach to Mobile Devices

Loreto Grammar School recognises the role of digital technology in supporting learning and communication. The school is committed to ensuring that the use of mobile devices supports student wellbeing, safeguarding and a focused learning environment.

The use of mobile devices in school is therefore structured and guided by clear expectations, including the use of secure pouches for students in Years 8–11.

Use of Mobile Phones by Year Group

Years 8–11

Loreto Grammar School operates a phone-free environment for students in Years 8–11 during the school day. This approach supports a structured, phone-free environment while allowing staff to use professional judgement to enhance learning where appropriate.

All mobile phones and wearable technology must be placed in a school-issued secure pouch at the beginning of the school day. The pouch must remain locked for the full school day, including break and lunch times.

Mobile phones will not normally be accessed during the school day unless explicitly authorised by a member of staff for a planned educational purpose. Where authorised, a member of staff will supervise and facilitate the unlocking and re-securing of the pouch.

Years 12-14

Mobile phones must be switched off and out of sight during lessons and formal school activities unless directed by a member of staff.

Mobile Phone Pouch System

Each student in Years 8–11 will be issued with a secure pouch. Students are responsible for bringing their pouch to school each day and maintaining it in good condition. On arrival to school, students must place their mobile phone inside the pouch and lock it in the presence of a member of staff. The pouch must remain locked throughout the school day. Pouches remain the property of the school and must not be marked, altered or intentionally damaged.

Daily Procedures

On arrival, students must switch off their phone, place it in the pouch and lock it in the presence of staff. During the school day, the pouch must remain locked at all times. Phones must not be accessed unless directed by a member of staff. At the end of the school day, students will unlock their pouch at designated unlocking points and remove their device. Students arriving late or leaving early must pouch or unpouch their device at the school office.

Students Not Bringing a Mobile Phone to School

Bringing a mobile phone to school is not compulsory. Where a student does not bring a mobile phone to school, a signed letter or note from a parent/carer must be provided to confirm this. Any student who declares that they have not brought a phone to school and is subsequently found to be in possession of one will be considered in breach of this policy and sanctions will apply in line with the Positive Behaviour Management Policy.

Educational Use

For students in Years 8–11, mobile phones will not normally be used during the school day. Any use must be explicitly authorised and supervised by a member of staff. Where digital access is required, this will be facilitated through school resources. For students in Years 12–14, personal devices may be used for educational purposes under the direction of staff.

Prohibited Behaviour

The following are not permitted:

- Unauthorised possession of a mobile phone outside a pouch during the school day
- Bringing a second, undeclared or decoy mobile phone to school
- Tampering with or attempting to open a pouch
- Possession or use of magnets or other devices designed to unlock pouches

Failure to Follow Mobile Phone Procedures

Breaches include failure to use the pouch system, unauthorised possession of a phone outside the pouch, tampering with a pouch, or bringing a second device to school. Authorised use of a mobile device under staff direction does not constitute a breach of this policy. Any attempt to damage a pouch or to circumvent the system will be treated as a serious breach of the Positive Behaviour Management Policy.

Responding to Misuse of Mobile Devices

Any breach of the expectations outlined in this policy will be addressed in line with the Positive Behaviour Management Policy.

Use of Mobile Phone/ Breach of Pouch system without permission **This includes tampering with a pouch or possession of a second or undeclared device.**	• **First occasion:** Confiscation, referral from staff member who reports to VP office with device and collection by parent/carer. • **Second occasion: Confiscation, referral and collection by parent/carer** and **student must hand in device to VP office for 1 week / 5 school days.** • **Third occasion: Confiscation,** collection by parent, **student must hand in device to VP office for 2 weeks / 10 school days** and 2 Lunch-Time Detentions (2 Hour) issued by VP. • **Further breach will result in parent meeting,** 4 Lunch-Time Detentions (2 Hours) issued by VP **and removal of privilege to bring personal device to school for 4 weeks / 20 school days.** • **Further breach will result in parent meeting and loss of privilege for the remainder of the academic year.**

Pouch Management

If a student forgets their pouch, their phone will be stored securely in the school office until the end of the school day. If a student reports that they have not brought a phone to school, a signed note from a parent/carer must be provided. If a pouch is lost or damaged, a replacement cost will be charged. All damage must be reported immediately. Unreported damage may be treated as intentional.

Pouch Checks

The school reserves the right to conduct periodic pouch checks to ensure compliance with this policy. Students may be asked to present their pouch for inspection. Evidence of tampering, damage, deliberate alteration or misuse will result in sanctions in line with the Positive Behaviour Management Policy.

Medical Access

Students who require access to a mobile device for medical reasons will be supported through individual arrangements, including the use of adapted pouches where appropriate.

Communication and Emergencies

Students should not access mobile phones during the school day. If a student needs to contact home, this will be facilitated through the school office. In the event of an emergency, communication will be managed by the school.

Failure to Comply with Mobile Phone Procedures

If a student does not bring a mobile phone to school, a signed letter or note from a parent/carer must be provided to confirm this.

Any student who declares that they have not brought a mobile phone to school and is subsequently found to be in possession of one will be treated as being in breach of this policy and sanctions will apply.

Responsibility for Personal Devices

Bringing a personal device to school is not mandatory. If a student chooses to bring a device to school, they are responsible for ensuring that it is used appropriately and in accordance with this policy. The school accepts no responsibility for the loss, damage or theft of personal devices on school premises or during school activities. Students are responsible for keeping their devices secure and password protected. Parents/carers are responsible for ensuring that adequate insurance arrangements are in place to cover loss or damage. Any personal data stored on a device remains the responsibility of the student.

Additional Guidance

- Students who need to contact home during the school day should do so through the school office.
- Where a pouch is forgotten, devices will be stored securely until the end of the school day.
- Exemptions to the pouch system will only be considered in cases of verified medical need.
- Failure to comply with mobile phone procedures will be managed in line with the Positive Behaviour Management Policy.

Acceptable Use Policy (AUP) in place at school must:

1. Be signed by staff (sent via email by Vice-Principal every academic year and printed, signed and returned to Vice-Principal by all staff. Appendix 1).

2. Be signed by students (summary of policies on school website and hardcopy of signatures collected by Form Teacher every academic year).
3. State monitoring is in place, and account or mailbox can be accessed during a security investigation.

In the event of a potential cyber security incident, the school's ICT & Internet Policy; Cyber Security and/ or Digital Devices and Mobile Phone Policy will be implemented, as necessary.

User Agreement Student & Parent / Carer

Student

I understand that the use of mobile phones and personal devices in school is governed by the Digital Devices and Mobile Phone Policy.

I understand that expectations differ by year group and that:

- **Students in Years 8–11** Students in Years 8–11 are required to place their mobile phone in a school-issued pouch at the beginning of the school day. The pouch must remain locked for the duration of the school day unless access is authorised by a member of staff.
- If I do not bring a mobile phone to school, I understand that a signed note from my parent/carer may be required to confirm this.
- **Students in Years 12–14** must keep mobile phones switched off and out of sight during lessons and formal school activities, unless directed by a member of staff.

I understand that any authorised use of a device will take place under the direction and supervision of a member of staff.

I understand that the use of a personal device in school is a privilege and not a right, and that failure to follow the expectations of this policy will result in action in line with the Positive Behaviour Management Policy.

I understand that I am responsible for the safety, security and care of my personal device.

I understand that if a pouch is lost or damaged, a replacement cost will be charged.

I also agree not to connect to any wireless or network service outside of the school network while on school premises or during school activities.

Parent / Carer

I understand that the use of mobile phones and personal devices in school is governed by the Digital Devices and Mobile Phone Policy.

I understand that expectations differ by year group and that:

- For students in Years 8–11, mobile phones must be secured in a school-issued pouch during the school day and will not normally be accessed. I understand that if my child does not bring a mobile phone to school, I may be required to complete and submit a school declaration form confirming this arrangement. I understand that any student found in possession of a mobile phone after declaring otherwise will be treated as being in breach of this policy.

- For **students in Years 12–14**, mobile phones must be used in line with staff direction and may only be visible or in use where permitted.

I understand that any use of a personal device in school will be in line with staff direction and for appropriate educational purposes.

I understand that Loreto Grammar School accepts no responsibility for loss or damage to personal devices brought to school or used during school activities.

I understand that if a pouch is lost or damaged, a replacement cost will be charged.

I understand that the decision to allow my child to bring a device to school rests with me, and that I am responsible for any associated risks, including loss or damage.

I understand that failure to follow the expectations of this policy will be addressed in line with the Positive Behaviour Management Policy.

Signatures

Student: _____ Date: _____

Parent/Carer: _____ Date: _____

Appendix 1:

E Safety Acceptable User Policy For Staff and Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff and any visitors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs M Gavin, Vice Principal, Loreto Grammar School.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number / social media and personal e-mail address, to pupils.
- I will only use the approved, secure C2K e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of Mrs M Gavin.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to Vice Principal / Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- Monitoring is in place and in the event of a data breach, my account or mailbox can be accessed during a security investigation.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout Loreto Grammar School.

Signature …….…… Date ……

Full Name …….....(printed)

Job title . . . . . .