



KGS Mobile Phone/Smart Device Policy

Revised July 2026

Approved by KGS Board

Responsible Officer Principal

Review Cycle Annual

Next Review July 2027

Overview

Unless expressly permitted on page 5, Mobile Phones and unauthorised Smart Devices are prohibited on the Karachi Grammar School campus and during all school activities, whether on-site or off-site. This policy is designed to protect students' learning, wellbeing, privacy, and safety while fostering a focused and respectful educational environment.

Karachi Grammar School recognises that digital technology has an important place in education when used purposefully and under the direction of teaching staff. However, personal Mobile Phones and Smart Devices can adversely affect learning, wellbeing, safeguarding and school culture. The restrictions outlined in this policy are intended to maximise educational benefit, protect student welfare and ensure that all students can learn in a focused, respectful and safe environment. The reasons for restricting the use of Mobile Phones and Smart Devices during learning activities are...

Learning and Academic Progress

Restricting Mobile Phones and personal Smart Devices during learning activities:

- **Improves concentration** by enabling students to give their full attention to teaching, discussion and learning tasks without the temptation to check notifications or messages.
- **Promotes deeper thinking** by encouraging sustained attention, problem-solving, critical thinking and reflection without digital interruptions.
- **Enhances knowledge retention** as reducing distractions improves memory, comprehension and long-term learning.
- **Increases participation** by encouraging students to contribute to discussions, ask questions and engage actively with teachers and classmates.
- **Encourages independent learning** by developing confidence in students' own knowledge, reasoning and problem-solving abilities rather than relying on immediate online answers.

Classroom Environment

Restricting Mobile Phones and Smart Devices helps to:

- **Maintain an effective learning environment** by minimising interruptions and enabling lessons to proceed smoothly.
- **Support high-quality teaching** by allowing teachers to focus on learning rather than monitoring inappropriate device use.
- **Promote fairness** by ensuring all students work under the same conditions without unauthorised access to information or communication.
- **Reduce peer distraction**, recognising that one student's device use can affect the learning of others.
- **Support authentic assessment**, enabling teachers to assess each student's understanding, skills and progress accurately.

Digital Wellbeing

A phone-free learning environment helps to:

- **Develop healthy digital habits** by encouraging regular periods away from personal devices.
- **Reduce notification-driven behaviour**, helping students remain present and engaged in learning.
- **Strengthen attention and executive functioning** through sustained periods free from digital interruption.
- **Promote self-regulation** by encouraging students to manage technology responsibly and appropriately.

Respect and School Culture

Restricting personal devices supports a positive school culture by:

- **Demonstrating respect for others** through giving full attention to teachers and classmates.
- **Reinforcing positive learning** behaviours, including responsibility, self-discipline and readiness to learn.
- **Creating a culture of engagement**, where discussion, collaboration and active participation are valued over passive screen use.

Additional Reasons for Restricting Mobile Phones and Smart Devices During Educational Visits

Educational Benefits

Limiting personal devices during educational visits:

- **Increases engagement** with museums, historical sites, outdoor learning, cultural experiences and educational activities.
- **Reduces distractions** during briefings, learning activities and safety instructions.
- **Encourages face-to-face interaction**, helping students build friendships and collaborate effectively.
- **Develops independence**, resilience and decision-making by reducing reliance on constant communication with home.

Safeguarding

Restricting Mobile Phones supports safeguarding by:

- **Ensuring communication is managed through staff**, enabling the school to maintain accurate oversight of students' whereabouts and welfare.
- **Reducing misinformation**, preventing messages sent without context from causing unnecessary parental concern.
- **Supporting effective emergency management**, ensuring students remain focused on staff instructions during an incident.
- **Protecting privacy**, reducing the risk of unauthorised photography, filming or recording of students, staff or members of the public.

Student Wellbeing

A phone-free educational visit helps to:

- **Reduce anxiety and homesickness**, particularly during residential visits.
- **Promote healthy sleep routines**, reducing late-night messaging, gaming and social media use.
- **Reduce social pressures**, including cyberbullying, exclusion from online groups and pressure to respond to messages.

Behaviour

Restricting personal devices reduces opportunities for:

- Cyberbullying.
- Inappropriate photography or filming.
- Accessing unsuitable online content.
- Gaming during educational activities.
- Distraction during meals, coach journeys and group discussions.

Safety

Removing unnecessary distractions helps students to:

- Listen carefully to staff instructions.
- Remain aware of their surroundings.
- Follow staff directions promptly.
- Stay fully engaged during road crossings, outdoor activities and unfamiliar environments.

Practical Considerations

Restricting personal devices also reduces issues associated with:

- Loss, theft or accidental damage.
- Disputes regarding responsibility for damaged or missing devices.
- Limited access to charging facilities.
- Complaints arising from devices being lost or damaged during the visit.

All of these concerns are now formally recognised by the Sindh Government and the UK Department for Education, which states that all schools should be Mobile Phone-free environments by default. KGS aligns with these standards.

We understand that parents in Karachi have safety concerns about travel. Our school telephone system is available at every section for urgent contact, and students may use it with their Form Tutor's permission to call home in an emergency. This service extends to the end of the school day for emergent transportation issues.

The responsibility for ensuring your child does not bring a phone to school rests with you as parents, and with your child. We ask that you discuss this policy with them before term begins and support us in maintaining a focused, safe, and connected school community.

If you have questions, please contact your child's Head of Section.

Authority

This policy has been approved by the Senior Leadership Team and the KGS Board. It should be read in conjunction with other related KGS policies such as the social media policy, behaviour policy and safeguarding policies.

Definitions

Term	Definition
School Premises	All the area inside the walls and gates of the school.
Educational Activities	All educational activities organised and coordinated by the school, including off-site activities and trips.
Smart Device	Any device that can be used to connect to networks to access the internet for communication purposes. For example, this includes but not limited to, Tablets, Digital Cameras, Portable Internet and Smart Accessories such as watches, rings and glasses etc.

Liability

KGS, its employees, and third-party agents contracted by the school shall not be financially or legally responsible for lost, stolen or damaged phones that are smuggled onto school premises or taken on educational activities.

The responsibility for Mobile Phone and Smart Device possession at school or during educational activities shall rest entirely with the parent/guardian and the student.

Staff Expectations

Staff should not communicate with students using personal messaging platforms and social media except where specifically authorised by school policy. School staff are expected to model the correct behaviour.

- Phones/Smart Devices should not be used, unless for specific educational activities.
- Phones/Smart Devices for personal use should be restricted to the staff room/offices where students are not present.

Sanctions

The Heads of Section have the statutory authority to search for prohibited items, including phones/Smart Devices where there are reasonable grounds. Should students bring a phone/Smart Device onto the premises it will be removed from them and not returned until a written application to the Head of Section, by the parent, requesting the phone/device back has been handed in (the Head of Section will consider the request and respond within 5 working days).

The sanction for bringing the phone into the school premises or educational activity can include, but is not limited to detention and suspension, all of which are logged onto the student's school record. Any inappropriate use of a cell phone is referred to the designated safeguarding lead at each section and any illegal activity is likely to be referred to law enforcement.

Where the school is hosting visiting students at an event, attendees will be reminded of the no Mobile Phone/Smart Device policy in advance. Where visitors fail to comply with the schools policy, they may be asked to leave the premises.

Escalation

Offence	Confiscation Period	Return Process	Outcome
First	Maximum of one full week	Returned to the student following a written application to the Head of Section, from the parents	Verbal warning and discussion. Parents are provided with a digital copy of the policy via email
Second	Maximum of one month	Returned to parents following a written application to the Head of Section, from the parents	Detention to provide time for reflection. Parents receive a hard copy of the policy that is signed for
Third	Until the end of the academic year	Returned to parents following a written application to the Head of Section, from the parents	Suspension (can be imposed); further persistent breaches can be followed by longer suspensions and ultimately exclusion

Note: The school authorities reserve the right to administer an immediate suspension or exclusion, where a student brings a Mobile Phone/Smart Device to school and uses it inappropriately.

Communication to Students and Parents

Appropriate Mobile Phone/Smart Device use as well as its dangers will be discussed during PSHCE lessons and by form tutors and house staff. Form tutors will go over the rules for phone/Smart Device possession with all students at the start of the academic year. They will explain that students must not have possession on the school premises or during educational activities. They will also explain the typical types of disciplinary procedures or consequences that may be imposed for students who do not follow the expectations.

Exceptions to the Rule

Exceptional Case:

Where there is an exceptional case (e.g. medical reason) a parent may apply, with supporting documentation, directly to the Head of Section for permission for their child to have a phone/Smart Device on the school premises. The Head of Section will then review each individual case.

School Trips and Off-Site Activities:

Students should not bring Mobile Phones or personal Smart Devices on school trips unless specifically authorised by the Trip Leader. Where permission is granted, devices may only be used at designated times and for approved purposes. At all other times, devices must remain switched off and securely stored. The School accepts no responsibility for loss, theft or damage to personal devices brought on trips. Failure to comply with these expectations may result in the device being confiscated for the remainder of the trip and may lead to disciplinary action.

Student Leadership:

During approved student-led events, such as the Karachi Grammar School Model United Nations (KGSMUN) or the Karachi Grammar Science Olympiads (KGSO), the Senior Leadership Team may grant specific permission for designated student organisers to use their personal Mobile Phones or Smart Devices where this is necessary for the effective management of the event.

Heads of Section may give specific permission for Student Council members to use their personal Mobile Phones or Smart Devices. In each case the permission will be for specific tasks and date/time restricted.

Any such permission shall:

- be approved in advance by the Senior Leadership Team;
 - apply only to designated student organisers;
 - specify the dates, times and locations where device use is permitted;
 - be limited to activities directly related to the organisation and safe operation of the event; and
 - be withdrawn at any time if the privilege is misused.
- Outside the scope of this authorised permission, all provisions of this policy remain in force.

Permissible Devices

Laptops/Tablets without eSIM/SIM connectivity are permissible Smart Devices. These can be connected to the school network with teacher permission, only when teaching requires it.

The responsibility for the laptop/tablet shall rest entirely with the parent/guardian and the student. Abuse of this rule, will see the privilege of permission removed for those students involved.