



# Mobile Devices Policy

Next review September 2018

## Introduction

1. The school recognises that mobile phones and digital devices are now an integral part of youth culture and can have considerable value, particularly in relation to individual safety. We recognise that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits. The school therefore:

1.1 accepts that pupils are permitted to bring mobile phones and digital devices to school but that their use is subject to the following guidelines.

1.2 The school aims to educate pupils in the responsible use of technology.

*Note: The term 'phone' in this policy denotes mobile phones, iPods, MP3, MP4 players and any similar portable electronic devices.*

1.2.1 Mobile phones do present a number of problems:

- They can disrupt the learning environment.
- Their use can render pupils subject to potential bullying or inappropriate contacts.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- Phones / devices are valuable items that can be stolen.

## 2. Responsible Use

2.1 Pupils are required to use their devices responsibly at all times. To this end:

2.1.1 Pupils must ensure that files stored on their devices do not contain violent, degrading or offensive images.

2.1.2 The transmission of some images/information can be a criminal offence and will be dealt with as such by the school and may involve handing the device over to the Police for investigation.

2.2 Cyber-bullying is completely unacceptable, and will always be followed up by the school. *(See anti-bullying policy)*

### **3. Guidance for Parents**

- 3.1 Parents/carers should only contact pupils at break times, lunchtime and after the school day has ended.
- 3.1.2 In an emergency parents/carers are asked to phone reception and / or the relevant HsM. A message will be relayed to the pupil.
- 3.2 Responsibility for mobile devices rests with the pupil and the school accept no financial responsibility for damage, loss or theft.

### **4. Guidance for Pupils**

- 4.1 Pupils need to acknowledge that it is a privilege to be permitted to bring mobile devices to school and abuse this policy may lead to a curtailment of this privilege.
- 4.2 Pupils must not use devices during or between lessons, unless specific permission has been granted by the class teacher.
- 4.3 If there is an emergency, or if a pupil feels unwell, which requires communication with home, pupils must speak to a member of staff who will assist with the matter.
- 4.4 No device should be used in the school to photograph or video pupils or staff without the authority of the Headmaster.
- 4.5 Head phones must not be worn during or between lessons, for reasons of safety and courtesy.
- 4.6 Boarders found misusing phones / devices after lights out will incur sanctions as determined by the respective HsM.

### **5. Phone Administration**

- 5.1 Details of the mobile phone number must be given to HsMs at the beginning of term.
- 5.2 Mobile phones cannot, under any circumstances, be taken into examination rooms. A breach of this rule will lead to invalidation of that examination and potentially other examinations.

### **6. Sanctions**

- 6.1 A pupil found using their phone which constitutes bullying, will be dealt with according to the Anti-Bullying Policy.
- 6.2 A pupil who has their phone confiscated for misuse in class may receive a 'minor/major' sanction depending upon the nature of the misuse. Their phone will be handed immediately by the member of staff to the pupil's HsM who will discuss the matter with the pupil. Confiscated phones will be returned by the HsM at the conclusion of the school day.



### Me and My PHONE – the ‘rules’



