

## MOBILE PHONE USE POLICY

This Policy should be read in conjunction with the policies listed below:

- Acceptable Use of Computers (Boys) Policy
- Online-Safety policy
- Cyberbullying Policy
- Behaviour Rewards and Sanctions Policy
- Emerging Technologies and Use of New Media Policy
- Searching and Confiscations Policy
- Taking, Storing and Using Images of Pupils Policy
- Guidelines for the use of Email

Boys are asked to provide their mobile phone numbers to the School and to update this information when required.

Phones are for personal use. They must not be lent to others who may misuse them. Owners are responsible for any use to which their phones are put. Given the access to personal information via services on a mobile device, all phones must be secured with a password or pin code known only to the owner, or other security systems such as biometric activation. All members of the School Community are encouraged to consider their use of mobile phones and to minimise the effect this may have on their interactions with others, their own personal safety and the interests of others.

The School's use of Digital Learning via Bring Your Own Device, and the use of keyboard-enabled devices, means that mobile phones are not needed in lessons: as such, **they should not be visible or audible during a lesson unless specifically authorised by a teacher.** Boys in the Novi, Second and Third Years **may not use their phones around School before or between lessons.** They may check their email at break if required. Boys may not wear headphones around the School site. Phones must be switched off during any formal School occasion. This includes at lunch, in Chapel, in the Library and during lessons, lectures, plays and concerts. Any breach of this rule may lead to confiscation of the phone for an appropriate length of time. Any member of staff who confiscates a phone should return it to the boy's Housemaster with a brief note of explanation as soon as possible.

Housemasters may determine their own regulations regarding use of phones in the house and these should be communicated to boys and parents as appropriate. Restrictions may apply during prep, and boarders in the Novi and Second year will not have access to their mobile phones or other devices after bed time.

Phones must not be used by voice or text to communicate any abusive, impolite or otherwise inappropriate messages or pictures. It is also forbidden to visit sites, view or download images otherwise prohibited by School policy, or to take or send pictures, video or audio recordings of another person without his or her consent. Any such instances will lead to disciplinary action. Boys (and parents) should understand that these actions, in addition to breaking School rules, can also be breaking the law. In some cases, the School will have a duty to inform the police.