

## 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 has adopted a graduated permission scale for the use of mobile phones by boys in the School.**

### SIXTH FORM

**Boys in the sixth form are allowed to carry their phones on their person, but are expected to set a good example to younger boys around the School by not using phones in corridors during the School day. Boys may only use mobile phones in lessons when specifically authorised to do so by a teacher.**

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.

### THIRD YEAR

Boys in the third year are allowed to carry their phones on the School site in School bags from the point at which boys leave their house in the morning until they return after lunch. Phones must remain in School bags at break time and in corridors.

On Mondays, Wednesdays and Fridays, phones will be back in bags at the point at which they leave their House until after Pursuits, or Period 7 on a Wednesday.

Third year boarders will hand in their phones during prep and will be allowed them from the end of prep until bedtime. They will continue to hand in their phones at bedtime along with other devices. On Sundays, boarders will be allowed to have their phones but must hand them in at bedtime as usual.

## NOVI AND SECOND YEAR

Boys are not allowed to have their phones on the main School site during the School day. Boys will leave phones in the house during the School day with only limited access at certain times being permitted.

## BOARDERS

- Boarders will hand in their phones and other devices at bedtime each night that they are in School.
- Boarders will be allowed to have their phones at the following times during the School week:
- **Monday, Tuesday, Thursday and Friday** - boys can collect their phones no earlier than 4.30pm after Pursuits, Games and once other School commitments have ended. They will hand in their phones during prep and will be allowed them from the end of prep until bed time.
- **Wednesday**- boys can have phones after supper on their return to the House. They will hand in their phones during prep and will be allowed them from the end of prep until bed time.
- **Saturday** –boys can collect their phones after lunch unless they are departing from School earlier due to an away match or if they have been given permission by the Housemaster to leave early for the weekend. Boys carrying their phone on the School site must keep them in their School bags, including at break time and in corridors.
- **Sunday**- boarders will be allowed to have their phones but must hand them in at bedtime as usual.

## DAY BOYS

- Day boys will hand their phones into their Housemaster before leaving the House in the morning for School.
- On a **Monday and Friday** phones can be returned to boys after Pursuits in the day Houses.
- On a **Tuesday and Thursday** boys can collect their phones after Games.
- On a **Wednesday** day boys may collect their phones after Wednesday Afternoon Activities, but their phones must remain in their School bags on the School site until after the last lesson of the day.
- **Saturday** – boys will be allowed to have their phones in bags due to fixtures etc. However, phones must remain in School bags, including at break time and in corridors.

Any breach of the rules above may lead to confiscation of the phone for an appropriate length of time:

- Three days on a first offence
- One week for a second offence
- Subsequent breaches acquiring a two-week period of time when they will not be permitted to access to their phone during School hours.
- The use of a fake phone will incur the loss of their real phone for two weeks with the fake phone returned directly to parents at the end of the year or if requested earlier from the parents.

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.

Mobile phones are considered a 'device' under the Acceptable Use of Computers (Boys) Policy. As such, 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.