

# WHITGIFT SCHOOL

## MOBILE DEVICES ACCEPTABLE USE POLICY

### Colleagues responsible for this policy:

Richard Martin (Proctor)  
Email: [rfm@whitgift.co.uk](mailto:rfm@whitgift.co.uk)

Adrian Norris (Assistant Head, Pastoral & Boarding)  
Email: [adn@whitgift.co.uk](mailto:adn@whitgift.co.uk)

Ally Tiltman (Director of Safeguarding/DSL)  
Email: [a.tiltman@whitgift.co.uk](mailto:a.tiltman@whitgift.co.uk)

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### Rationale

Whitgift School embraces the use of technology for educational purposes and staff have available to them a variety of mobile devices to enhance Teaching and Learning and administration in a controlled and meaningful way. We also recognise that students' own mobile devices, especially mobile phones, are a central part of their lives and can be, if used responsibly, a valuable tool for communication and information gathering.

The School also has to be aware of the potential misuse of mobile devices and we only allow students to bring in their own devices in particular and tightly controlled circumstances as outlined in this Acceptable Use Policy. Reasons for this include:

- unregulated use of mobile devices during the day disrupts Teaching and Learning;
- texting and other electronic communication can be used for cyber-bullying;
- use of audio or video capabilities can be malicious and used for offensive purposes;
- mobile devices are often valuable items which can go missing in School;
- they also constitute an attractive target for thieves, both when the devices are left at School and on the journey to and from School;

- public examination boards regard mobile devices as a threat to examination security; and
- there is growing concern about the overuse of mobile devices, potentially leading to unhealthy habits.

Through our pastoral and curricular programmes, we aim to educate the students in responsible use of technology; for further details see the Online Safety Policy.

## **Procedures**

Mobile devices, including mobile phones, are brought to Whitgift entirely at the owner's risk. The School does not accept responsibility for mobile devices and parents should consider adding mobile devices to their house insurance, in case of loss. The School cannot retain mobile devices for safe-keeping during the day. Students who bring in such devices (e.g. on the advice of the Learning Support Department) must ensure that they are for their own use only and that the devices are kept secure at all times. Games consoles are not permitted at any time.

### For students in the Lower First (Year 6) to Fifth Forms (Year 11)

Mobile phones should be kept securely during the entirety of the school day. In particular, they should not be left unattended in changing rooms or in blazer pockets. Mobile phone calls may not be made in School between 8.25am and 3.45pm without the express permission of a member of staff. Mobile phones should not be used or seen when students are on the School site without the permission of a member of staff i.e. "from gate to gate".

### For students in the Sixth Form (Years 12 & 13)

Members of the Sixth Form are permitted to use mobile phones only within the Sixth Form Centre, before and after school and during morning and lunch breaks. They must not use their phones in public areas, including corridors and the Dining Hall. Their phones must remain switched to silent in lessons at all times, unless they are granted express permission by a member of staff to use their phone for a specific purpose e.g. taking a picture of the board or for quick research on the Internet.

### Entering and leaving school site

No mobile phone should be visible outside the times and locations where use is permitted. Students should always ask a member of staff if they can use their phone (e.g. to check a timetable). If students do not have the permission of a member of staff, they will be asked to put their phone away and this will be logged on iSAMS. If this happens multiple times, there will be a greater sanction.

Upon arrival at school: phones should be put away by the top of the School drive (Terrace) and at the back of the School by the Fives Courts.

Upon departure: phones may be used when students are outside the building and departing the school site (but not in classrooms if you are waiting for a School bus).

All students using mobile phones at school are reminded of the necessity to use their phones in a mature and responsible manner. Calls and messages of an abusive nature are illegal and will be deemed a serious breach of School discipline.

The following are strictly forbidden, as outlined in the School Rules:

- Use of mobile devices for the storage and/or distribution of offensive (including pornographic) material
- Taking photographs or making video or audio recordings of fellow members of the School community (this includes all staff), without express permission for a specific purpose
- Use of mobile devices in any way that may cause embarrassment or discomfort to fellow members of the School community
- Use of 3G,4G or 5G to access inappropriate material

Any mobile phone which is used inappropriately during the School day will be confiscated by staff and handed to the Head of Year or Assistant Head (Pastoral and Boarding). They will retain the phone for a period of time, which may be up to a week, depending on previous breaches of the School rules regarding the use of mobile phones. Serious or repeated offences will result in the privilege of bringing a mobile phone to School being withdrawn.

Students are reminded that if they need to make a phone call in an emergency at any time, they can do so by speaking to their Head of Year or to another senior member of staff.

### **Boarders**

The arrangements for use of mobile devices (and games consoles) for boarders when they are in the boarding house are different, and boarders should refer to the Boarding House Acceptable Use Policy and the Boarders' Handbook for further details.