



Mobile Phone and Electronic Device Policy

Policy date:	March 2024
Date of next review:	March 2025
Owner:	Deputy Master
SLT committee responsible:	SLT
Intended audience:	Pupils, parents and staff
Location:	School Portal and website

1. Purpose and scope of the policy

1.1 The aims of this policy include:

- To ensure pupils have adequate rest and quality of sleep.
- To allow pupils to have more time to be physically active and to socialise with others in person.
- To protect pupils from the negative effects of social media.
- To encourage focus and minimise distraction during study.

1.2 This policy applies to all pupils, boarding and day. It will be reviewed regularly, usually every year. We value the feedback and contributions of all members of the community and wish to work in partnership with parents and pupils.

1.3 The policy should be read in conjunction with the School's Safeguarding and Child Protection Policy, and the PSHE Policy. The School's policy on mobile phones will support the Wellbeing programme, the School's visiting lecture programme and work by the Pastoral team to educate pupils about the risks and dangers of technology, as well as the benefits and advantages of its use.

1.4 We expect parents, under normal circumstances, to monitor their child's phone and device use and limit their screen time, including not allowing them to keep any electronic devices overnight, in line with the School's policy for boarders. We will provide support and training for this.

2. Pupil use

2.1 Lower School

No smartphones are permitted during the school day. Day pupils must hand these in on arrival and collect them before departure. Smart watches (apple watches, fitbits) are permitted, but must not be connected to smartphones during the school day.

Highfield boarding – Mobile phone use is only permitted between 5.30pm and 5.50pm and then between 7.30pm and 8.30pm.

Away fixtures – Mobile phones are permitted only for those being picked up at an away venue and if communication with parents is essential, but must not be used for any other purpose either on the bus or at any time during the fixture unless they have explicit permission from the member of staff in charge. The HM Russell Dore will be the sole arbiter of this.

Saturdays – phones are permitted at the discretion of the HM or HP.

No mobile phones are permitted in common rooms apart from Highfield boarding spaces at designated times as set out by the HP.

2.2 Senior School - all pupils

No mobile phones are to be visible anywhere on campus (including in the Grubber) on weekdays for any year group until 4.30pm (3.30pm Saturday). No one may use a mobile phone in Quad or Memorial Quad at any time.

No electronic devices may be used after lights out by any pupil. See below.

Overnight – phones must be handed in as set out below:

Removes, Middles, Fifths phones must be handed in at 9.30pm.

Lower Sixth phones must be handed in at 10pm.

Upper Sixth pupils may keep their phones overnight at their HM's discretion. HMs may suggest or enforce that phones are handed in if the individual pupil would benefit from this.

Pupils should not use any screened electronic devices for at least half an hour before they go to bed, to aid sleep. All electronic devices for Removes and Middles should be handed in at the evening phone hand in time; other year groups may hand in their devices and some will likely be required to. **Alexa/Echo** type devices may be used to listen to stories, podcasts, music etc. with the HM's agreement.

Pupils are not permitted to wear any AI devices such as glasses or recording devices when at school. Any such devices should be handed to their HM on arrival to school. Any such devices will be confiscated if found and investigated further by the School.

Airpods/headphones are permitted only after 4.30pm (3.30pm Saturday), apart from in Quad or Memorial Quad or when walking in a place where there may be cars, when they are never permitted.

Smart watches (Apple watches, Fitbits, etc.) are permitted, but must not be connected to smartphones during the school day. They must be removed during trial and public examinations. This is with the exception of cellular smart watches, which are not allowed.

2.3 **Removes, Middles and Fifths**

Day pupils - All phones of day pupils should be handed in on arrival at school and can be collected again on departure.

Boarders - Phones for boarders are permitted on weekdays between 4.30pm and 9.30pm only but may not be used or visible during prep time. HMs have discretion as to whether phones are permitted during prep time but ordinarily phones must be handed in or kept away from desks during this time. On **Weekends** phones are permitted from 11.25am Saturday until 9.30pm Sunday.

During prep, all Removes and Middles must have their phones taken in so that they are not distracted.

For an **away sports fixture or similar off-campus trip** phones may be collected from house staff at lunchtime call (or an agreed time if leaving before lunch) but must not be seen at any stage apart from on the coach. On return they must not be visible until 4.30pm on weekdays or 3.30pm on Saturdays.

2.4 **Sixth Form**

Lower Sixth pupils may collect their phones at 8am. Lower Sixth and Upper Sixth pupils may have their phones all day but they should not be visible or used unless with specific permission from a member of staff.

Library - no phones or music are permitted at any time; laptops/tablets for work are allowed but must be used silently.

Sixth Form Centre – phones are permitted if used responsibly and without causing disruption (e.g. taking calls, watching videos); laptops/tablets for work are allowed at all times (headphones are permitted).

Weekends – phones are permitted for Lower Sixth pupils from Saturday lunchtime until Sunday 10.00pm.

3. **Other devices (laptops, desktop devices, tablets)**

Only devices that are enrolled in the School's device management system may be used during lessons and then with specific permission of teachers.

Devices other than phones may be used in House, but not within the half hour before bedtime and must be handed in overnight in Removes and Middles.

4. **Further guidance**

4.1 If grades or behaviour indicate that it might be necessary, any/all electronic devices may be confiscated for a period of time at the discretion of the HM in consultation with the Deputy Master, Deputy Head (Pastoral), Assistant Head (Pastoral) or Proctor.

4.2 Outside the permitted use times pupils will be allowed to contact home if necessary by agreement with the HM. For pupils who live in different time zones an arrangement with the HM can be made to facilitate communication with home. In addition, the house phone can be used, as well as laptops and iPads at agreed times.

5. **Sanctions**

5.1 **First offence** (failure to follow the above rules) – this will result in a 24 hour confiscation of the phone until morning call after the 24 hour period finishes (e.g. if confiscated on Thursday lunchtime it would be returned on Saturday at morning call).

5.2 **Second offence** or **caught with a second or further phone** (which has not been declared and handed in) – this will result in a 48 hour confiscation of the phone until the morning call after the 48 hour period finishes; additional devices will be retained until the end of the term and taken home.

5.3 **Third offence** or **use of any device after lights out** – sanctions will be issued on a case by case basis at the discretion of the Proctor, the Deputy Master or the Master in consultation with the HM.

5.4 **Sixth Form pupils** caught offending around school will be reminded of the rules and asked to put the device away. Repeated failure to follow the rules will result in one of the sanctions above.

5.5 **Removes, Middles and Fifths pupils** caught with phones around school during the prohibited times or during permitted times but in prohibited areas, will be reported to their HM who will apply the sanctions described above as appropriate

Version history		
Date	Reviewed by	Notes
July 2019	Deputy Head	Created
January 2022	Deputy Head, Assistant Head (Pastoral), Chief Operating Officer	Reviewed
February 2022	SLT	Reviewed and approved
March 2023	SLT	Reviewed and approved
March 2024	SLT IT and Data Committee	Updated