

### 3.20 MOBILE PHONES POLICY

1. In Years 7 and 8, students are not permitted to bring mobile devices into School. If they are found to be using them at School, the mobile device will be removed.
2. Students in Years 9 and above are expected to ensure that their use of mobile devices is appropriate at all times. In particular:
  - during lesson time, Prep, Study, and in the Library, mobile devices must be switched off (not “silent”), and out of sight. The safest place for a mobile device is secured in a locker
  - phones are not to be used between lessons in the corridors
  - phones may not be taken into Chapel
  - phones may not be used in the Dining Room
  - boarders up to Year 10 must, before bedtime, hand their mobile devices to their Houseparent for safekeeping during lights out
  - other boarders must switch their mobile devices off at bedtime, to avoid disturbing other pupils
  - parents should not call their daughter’s mobile number after lights out
3. All devices must be clearly named.
4. Any students that require their device for support in the classroom or for overseas students needing to make lunchtime calls, an ‘exemption’ request can be made to their HoY for specific use.
5. Pupils will be permitted to take their phones on school trips, excursions and away sports fixtures.
6. Members of staff may confiscate a mobile device if its use is considered inappropriate or in breach of the rules set out above. The device may be collected from the Deputy Head Pastoral at the end of the school day for all first confiscations in any six week period.
7. For second confiscations, the mobile phone can be collected from the Deputy Head Pastoral or Houseparent the following day, and parents will be informed by email.

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8. For three or more confiscations, the device will be surrendered on a daily basis for a longer period, and parents will again be informed. Further community service sanctions may also be imposed. The Deputy Head Pastoral will keep an electronic log of all occurrences of phone confiscation.
9. Pupils are reminded that sending a text message, voice mail, instant message, or social media communication which is perceived by the receiver to be abusive or offensive, could be a criminal act. Pupils should be aware that such messages are retrievable: that is, their source can be traced. For further information, please see the 3.27 Online Safety and Cyberbullying Policy.

### **Mobile Device Guidance:**

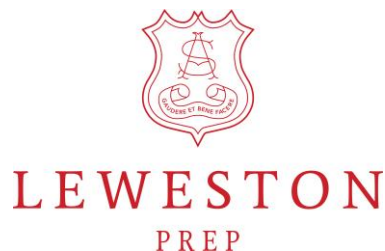
All pupils using mobile devices at School are reminded of the necessity to use them in a responsible manner. Calls and text messages of an abusive nature are illegal and will be deemed a serious breach of School discipline. No information may be posted online which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute.

The following guidance must be strictly followed whether using the School network, home network, or 3G/4G:

- Use of devices for storage and/or distribution of offensive (including pornographic) material is forbidden.
- Taking photos, video or audio recordings of fellow members of the School community without permission for a specific purpose will not be tolerated. No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from Leweston without teacher permission.
- Use of mobile devices in any way that may cause embarrassment or discomfort to fellow members of the School community is unacceptable.
- All communications sent using the network will benefit the image of the School and use appropriate language.
- Users will never seek to harass or abuse students or staff through obscene or offensive language or images, and will report any cases of inappropriate use.

If the School has reasonable suspicion that a student has violated the terms of these guidelines, or other School policy, the student's device may be inspected and/or confiscated. Further misuse may lead to the removal of access to Leweston's ICT systems, and referrals to the authorities may be necessary.

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## MOBILE PHONES POLICY

Pupils are permitted to have mobile phones in school only if it is necessary for their journey or if they are boarders.

The following should be observed:

- Any mobile phone brought to school by a day pupil or flexi-boarder should be left in the office on arrival at school. It should be collected from the office or the Prep Supervisor at the end of the day.
- Boarders who have a mobile phone should leave it in the care of the House Staff during the day whilst they are in school.

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