



MOBILE PHONES AND MEDIA DEVICES

June 2021 Update

Years 1-3

1. Children are not permitted to use mobile phones in Years 1-3. Should parents wish their child to carry a phone to and from school for safety then these must be handed in to the Junior School office when they arrive. SMART phone watches are also not permitted.
2. We would strongly recommend that any parent buying a phone for their child purchases one that can be used to text and call only.
3. Pupils in Years 1-3 will use school iPads in the classroom when appropriate. We will provide these, pupils should not bring devices into school.

Years 4-6

1. Children are not permitted to use mobile phones in Years 4-6. Should parents wish their child to carry a phone to and from school for safety then these must be handed in to the Junior School office when they arrive. SMART phone watches are also not permitted.
2. We would strongly recommend that any parent buying a phone for their child purchases one that can be used to text and call only.
3. Pupils in Years 4-6 are to bring an internet enabled device, in the form of either a Chromebook, laptop or tablet. To be used within lessons, when given permission by a teacher. We appreciate that many families will already have a device such as an ipad and are happy for this to be used, if however you are looking to get a device, we would encourage you to get a chromebook.
4. Whilst chromebooks/laptops/tablets will be used during lessons they are not to be accessed during break or lunchtime. Chromebooks/laptops/tablets should be kept in a school bag or stored in classrooms at these times.

Years 7-9

1. Pupils in Years 7-9 are not permitted to have Smart Phones (or smart watches) on their person during the school day.
2. Pupils in Years 7-9 should not be using their mobile phones during the school day, as such they should not be registering these devices on the school WiFi network.
3. Pupils in Year 7-9 are to bring an internet enabled device, in the form of either a Chromebook or a laptop. To be used within lessons, when given permission by a teacher.
4. Whilst chromebooks/laptops will be used during lessons they are not to be accessed during break or lunchtime. Chromebooks/laptops should be kept in a school bag or stored in lockers at these times.
5. Years 7-9 pupils who wish to contact their parents during the school day, and vice versa, may contact the School Office, where the Reception staff will ensure any messages are passed on.

6. If parents deem a mobile phone absolutely necessary we would encourage a phone which only allows calls and texts. If you have any concerns regarding this please contact the appropriate Head of Year to discuss.
7. If a student is required to contact a parent during school hours, due to time zone differences, adjustments would be made to allow this.

Year 10-13

1. Pupils in Year 10-13 are to bring an internet enabled device, in the form of either a laptop or a tablet. To be used within lessons, when given permission by a teacher.
2. Using a smart phone at school is an “age-stage” privilege.
3. For Years 10, 11 and Pre-IB students the only time we would foresee them using their device is in an emergency or with permission from a member of staff.
4. Pupils are not permitted to use any mobile device when travelling between lessons, during break or lunchtime. Expect immediate confiscation of the device and/or headphones.
5. Mobile phones may only be used with permission in lessons, activities, prep or formal occasions.

Related: We anticipate that Sixth Formers will have a laptop, rather than a tablet, for their Diploma/ Career-related programme studies. Some subjects, such as Computer Science or HL Maths, ask that you bring a Windows enabled device. Students doing Computer Science at GCSE or IBDP/CP level will need a Windows or Apple Mac laptop; Chromebooks or tablets are not suitable. Any laptop capable of running standard word processing and spreadsheet software would be adequate in terms of power. The device must be running installed AntiVirus software.

Mobile phones and internet enabled devices – General information

1. Pupils must not take pictures of their peers without permission and at no time take pictures of staff. This is punishable by suspension. Neither should pupils pass on or edit/manipulate images.
2. Some actions, such as posting inappropriate or defamatory pictures or clips on the internet, may result in more serious punishment such as a period of suspension as well as possible Police action.
3. Interfering with, hiding or taking someone else’s device will be regarded as theft and, very probably, bullying; and will be subject to school discipline.
4. The use of someone else’s device without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.
5. Unsanctioned electronic devices are banned at all times from exam rooms.
6. Failure to adhere to the guidance above will likely result, in the first instance, in a mobile device being confiscated and passed on to the Head of Year, who will retain it until the end of day. Repeat offenders can expect disciplinary consequences.
7. The school cannot take responsibility for the safe-keeping of devices or any valuables brought onto campus by pupils. Please check that your insurance arrangements cover mobile phones and laptops.
8. Devices should have clear means of identification.