

GODOLPHIN SCHOOL

Policy on Mobile Phones and other digital devices

Last reviewed: June 2019
Review September 2020
Reviewed by: Senior Deputy Head, Pastoral Deputy Head

Refer also to:
Living Together at Godolphin – Anti-Bullying Policy
ICT Acceptable Use Policy



Policy on Mobile Phones and other digital devices

Mobile phones and other digital devices such as iPads and digital cameras are in common use and they are valuable communication tools. They can, however, be intrusive in a community context; they are also vulnerable to loss and theft.

Students in the Prep School must hand in any such devices on arrival at the school to the Prep School Secretary.

Students in the Senior School may have such devices in School during term time under the following conditions:

- The School is in no way responsible for the device
- Insurance and costs are wholly the responsibility of the student and her parents
- Mobile phones and other electronic devices may be used or left switched-on to receive calls only out of school working hours: they may not be used during lessons unless specifically authorised by the teacher, in activities, preps, quiet-times, meal times.
- Any student found using a mobile phone to send hurtful messages and/or images or to send on such messages or images will face the sanctions laid out in the Behaviour and Discipline policy

First to Third Year

- All students must leave mobile phones in their locker in House Office
- You may collect your phone after sessions or before going to town.
- If you need it in a lesson the teacher will let the house know.
- At night you will hand in all your electronic devices to the house office when you say good night.
- If you need to contact parents, please go to House office.

Fourth Year to Upper Sixth

- No hear, no see (including headphones) ie all phones must be put away out of sight and be turned off during the School day except in breaks. This is included during lessons, Prayers and other assemblies, tutor times, mealtimes, Prep sessions and when walking through school. This includes when phones are plugged into headphones.
- At night, Fourth and Fifth Years will hand in all electronic devices to the house office when you say good night.

Sanctions:

- If you use your phone inappropriately your phone will be confiscated for 24 hours and your Head of Year / Housemistress will be informed
- Second Offence: 48 hours and your parents will be informed
- Third Offence: 7 days and your parents will be informed



- However, in the case of Cyberbullying or other serious misuse of the device, the confiscation will be longer.

House and teaching staff will confiscate mobile phones or other devices if they are used inappropriately.

Items confiscated by House staff, will be kept in House; those confiscated by teaching staff should be passed to the Head of Year or the Head of Sixth Form for safekeeping.