



Wychwood School

## **ACCEPTABLE USE GUIDELINES FOR MOBILE PHONES, INTERNET ENABLED TABLETS AND OTHER SIMILAR DEVICES.**

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**Last Reviewed: September 2017**

**Date of next review: September 2020**

Girls must switch off mobiles on entering the school gates.

Mobiles should be kept out of sight and hearing at all times in the school premises unless a member of staff has given permission for the girl to use their mobile. Girls may be given permission to photograph a board, contact a parent in emergency etc.

We will operate a 'see it, hear it, take it' policy - if a girl's mobile becomes noticed by any member of staff, whether or not she is using it, it will be confiscated. This especially applies in the dining room and the Library.

The member of staff will place it in the confiscation box in the school office in an envelope, marked with the girl's name the staff initials and the date.

Staff will note the girl's name in the Mobile Confiscation Log.

Girls may only collect mobiles at the end of lessons at 3.50 pm.

Three offences in a half term will result in the offender being required to hand in the mobile to the school office on arrival in school and it can only be collected at 3.50 pm. for a working week – 5 days. Form teachers to check in registration.

Five offences in a term will result in the parent being contacted to discuss the behaviour and the offender being required to hand in the mobile to the school office on arrival in school and it can only be collected at 3.50 pm. for a month – 4 weeks. Form Teachers to check in registration.

Girls in the Remove to Shell may consult and use their phones for communication with their parents, **after they have registered in afternoon registration**, to see if they have any emergency messages from their parents. They are not expected to text, use social media or manage their social lives. The phones must be switched off and out of sight before the girls leave their form room at the end of afternoon registration.

At any time, but especially after 1.50 pm if plans change or in an emergency, messages can be left with the school office and we will communicate them to girls.

Girls who need dictionary facilities should get an electronic dictionary. They should not use their phones in the Library or during prep.

Girls found using their phones in prep or the break between first and second prep who are staying overnight may collect their phones from their Housemistress in the morning as usual.

Day girls found using their phones in prep or the break between first and second prep who are going home may collect their phones from the duty member of staff at the end of prep but must hand them into the school office on arrival at school the next day. They are collected at 3.50 pm. Duty staff to inform form staff.

Girls may not use phones or internet-enabled communication devices from when they come into school, during lessons, activities, events whether in or out of school or during break, lunchtime or the prep break.

All girls may use their phones or internet-enabled communication devices during tea break but not in the prep break.

Study girls are different, being closer to adulthood. In the Study, girls would be expected to manage their phones appropriately but not spend lesson or study period time using them.

Study girls should not use their phones in full view of the junior girls – they can use any part of the Study area. If staff feel that a girl is abusing the privilege of being able to use an internet enabled device during breaks or lunch, then it can be confiscated.

Junior boarders have mobiles and other internet enabled devices removed at night to allow the girls to sleep.

Study boarders who abuse the privilege of retaining a mobile or internet-enabled communication device at night may have them removed overnight.

If a junior boarder needs to contact her parents during the day due to a time difference she may do so but she must tell her housemistress at breakfast that she is going to do so and the housemistress will make a note in the diary to inform staff.

If a junior boarder needs to contact her parents during the day due to a time difference in an emergency she may do so but she must tell a member of staff in the staff room that she is going to do so and the member of staff will make a note in the diary to inform staff.