Mobile Phone and Electronic Device Policy

Policy date:	October 2026
Date of next review:	September 2027
Owner:	Deputy Master
Leadership Team:	Senior Leadership Team
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 encourage sensible use of electronic devices
- 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 and online dangers.
- 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 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. All parents should have the ability and code as necessary to access their child's phone.

2. Pupil use

2.1 Lower School

Where pupils in the Lower School have a phone, we strongly encourage that this is not a smartphone.

No phones 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 Head of Lower School will be the sole arbiter of this.

Saturdays – phones are permitted at the discretion of the Head of Lower School 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

Pupils in the Senior school are permitted to have one mobile phone device, this may be a smartphone.

No phones are permitted during the school day. Day pupils will hand in their phone on arrival at their boarding house. Boarders' phones should be left in the secure lockers in House.

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. All pupils will hand in their phones overnight on a school night (i.e. all bar Saturday night.)

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 or after the end of lessons, whichever is later on weekdays or 3.30pm on Saturdays.

2.3 Senior School: Removes, Middles, Fifths

Removes, Middles and Fifths are allowed to collect their phone after school at 5.00 pm (or 5.45 pm on Wednesdays), or at 11.30 am on Saturday but phones 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.

Boarders' phones must be handed in at 9.30pm.

2.4 Sixth Form

Lower and Upper Sixth Form pupils are allowed to collect their phone after school at 4.30 pm (or 5.45 pm on Wednesdays), or at 11.30 am on Saturday.

Upper Sixth pupils (only) may collect their phones at lunchtime call on Tuesday and Thursday afternoons.

Boarders' phones must be handed in at 10.00pm.

Library - phones are not permitted at any time; laptops/tablets for work are allowed but must be used silently. Music can be listened to so long as headphones are in use and there is no disruption to others.

Sixth Form Centre – phones are permitted, after 4.30 pm, 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).

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.

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 to be worn only after 4.30pm (3.30pm Saturday) or the end of lessons, whichever is later, apart from in Quad or Memorial Quad or when walking in a place where there may be cars, when they are never permitted. Pupils may carry headphones for lessons during the school day but only use them when directed by a teacher.

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.

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), or Assistant Head (Pupil progress and behaviour).

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.

4.3 Pupils must not have a "fake" phone, or second phone, to circumnavigate the rules.

5. Sanctions

5.1 **First offence** (failure to follow the above rules) – this may result in a confiscation of the phone until morning call the following day.

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 Deputy Head (Pastoral) in consultation with the HM.

5.4 **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
August 2025	Deputy Master	Reviewed and updated.
August 2025	SLT	Reviewed and approved
September 2025	Executive Leadership Team	Reviewed and approved
August 2026	SLT	Reviewed and updated
August 2026	Executive Leadership Team	Reviewed and approved
October 2026	SLT	Updated timings for Removes, Middles and Vths.