



MOBILE DEVICE PROTOCOL

To help build a healthy and vibrant community, mobile phones must not be brought into the main school buildings during the **working day**.

The working day is:

- Monday- Friday 8.20am-5.00pm
- Saturday- 8.20am – 12.00noon

Daily Mobile Device Management

- The **First to Fourth Form** will hand their phones to the house staff for safe keeping.
- The **Fifth Form** will keep their phones in their lockable space in house.
- The **Sixth Form** may take their phones to the Sixth Form Centre, but the device may not be visible or used in the rest of the School space during the working day.

Time & Places mobile devices may be used:

- In House at approved times. *Speak to your house team for further information.*
- Outside the buildings outside of the working day.
- At approved times on school trips (e.g. on the coach).

Times and Places mobile devices may not be used:

- The School Refectory, Abbey Church & Old Chapel at all times.
- When working under 'Exam Conditions'.

- Out of respect for a sacred space, phones may not be taken into the Old Chapel or Abbey Church.
- Pupils may also be asked to remove smart watches during the working day.
- Pupils who do not respect the regulations around phones and smart watches may have their devices confiscated by a member of staff and provision will be made for contact with home.
- The security of the device will remain the pupil's responsibility at all times.
- If asked to do so, content on the device (e.g. messages, emails, pictures, videos, sound files) will be shown to a designated member of staff (HsM, DSL, member of SLT, Network Manager, E-Safety Officer).
- Headphones must not be worn in public areas.

In the event of an accident, emergency or any other situation where the School deems the flow of information needs managing, a designated member of staff is authorised to collect all mobile devices from pupils.