

Introduction

The term 'phone' in this policy denotes 'mobile phones and all other portable digital devices' including wearable technology such as smartwatches. Summer School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, in relation to personal safety, connectivity and information sharing. Summer School recognises that parents may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and can be used for bullying. Heathfield Summer School sees no reason for pupils to bring other electronic music or games devices to School, so please do not bring them.

Please note: The term 'pupil' (refers to all summer school attendees. (girls))

The increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones which can lead to potential child protection and data protection issues.
- The potential use of phones for accessing VPN
- The use of Social Media and other sharing technologies which could result in the transmission of unsuitable material to minors

Regulations

If a pupil wishes to have a portable device in School, the following regulations must be adhered to:

1. All pupils are allowed to bring a mobile phone to Summer School but it is generally not advised for children under 12 and the usage for all girls will be subject to strict timings (please see **Mobile phone allocated times of usage.**)
2. Mobile phones and other electronic music or games devices must not be used on school premises by pupils in summer school hours for the majority of the summer school day. Phones will be kept in the boarding houses or Admin Office during the day, and only handed out to pupils who are in a specific time zone and want to contact their family during break or lunch time.
3. Headphones/earphones should not be used whilst moving around the school during periods when phone use is permitted.
4. In very unusual circumstances, such as a family emergency, pupils should seek staff permission to use their phone.
5. During the day pupils should not use mobile phones to contact parents for reasons other than an emergency and permission from a teacher would need to be sought.
6. Summer School recognises the importance of technologies present in mobile phones such as cameras, video recording, internet access etc. Teachers may wish to integrate the use of these technologies in their teaching. In these circumstances where the use of mobile phone technology has been planned into a sequence of learning, pupils can be given permission to use their phones in class. Such situations should be



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closely monitored by teachers and pupils who abuse this permission will not be allowed future use during class time.

7. Under no circumstances should pupils be given permission to photograph other pupils on school premises or whilst involved in school activities.
8. Pupils who ignore this policy and use a mobile or other unauthorised device on school premises without permission will be required to give their phone/device to a member of staff and will be asked to collect it subsequently from the Deputy Director or Welfare Manager. A second incident will require in a longer sanction being imposed.
9. Parents are responsible for ensuring a teenage filter is enabled by the Service Provider on all portable devices. Furthermore, the use of any VPN or proxy app to bypass the School's WiFi filtering when using the wi-fi system is strictly forbidden.
10. Pupils accessing the school WiFi are subject to filtering and monitoring through the Smoothwall platform. This blocks harmful and inappropriate content and alerts the safeguarding team via email of the sites that a pupil has attempted to access.
11. If anyone is caught using a mobile phone after the allotted time, the phone will be confiscated and returned only at the discretion of the Deputy Director or Welfare Manager.
12. Mobile phones with cameras and internet access are permitted within the School grounds, but great care must be taken with regard to their sensible use. Under no circumstances may photographs or videos be taken in boarding areas where there is a risk that pupils may be captured either accidentally or deliberately in a state of undress. If in doubt, do not use camera phones in the boarding areas at all. This also applies to portable devices.
13. No mobile phone or portable device may be used to photograph, video or audio record any pupil or member of staff without their knowledge or without their express permission. Should any video or audio recording or photographs be made, those responsible will be sanctioned severely and this can include temporary or even permanent exclusion.
14. Likewise, if any photograph, video or audio recording is posted on any social media, file sharing site or in any printed media without the permission of those involved, the School will sanction severely.
15. No mobile phone or portable device is to be used for bullying or unkindness such as sending unkind or inappropriate texts, voice messages or emails. If they are then they will be confiscated and returned at a later date.
16. Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the girl has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:
 - cause harm,
 - disrupt teaching,
 - break school rules,
 - commit an offence,
 - cause personal injury, or
 - damage property.



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Mobile phone allocated times of usage.

Juniors - Girls aged 8 to 12 – 16:00 to 16:30

Seniors - Girls aged 13 to 17 – 16:00 to 16:30 **and** after evening activities from 21:00/21:30 until bed time (22:00 to 22:30)

NB: Girls **do not have to** collect their phones at these stated times. These times are allocated so that the girls can contact home if they so wish.

Parents and guardians can arrange to call their children between 19:00 and 21:00 however this is during the evening social programme, and it is not always convenient if their children are involved in a team game or sporting event.

Parents can email summerschool@heathfieldschool.net to inform the office of their intent to call their daughter and we can therefore confirm a time or suggest a more suitable time for the evening call and have the pupil ready.

Theft or Damage

All phones and portable devices must be clearly marked with the pupil's name. The School will not accept responsibility for loss, damage, misuse or possible health hazards resulting from the use of mobile phones or portable devices. The School accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from School. It is strongly advised that pupils use passwords/PIN numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g., by other pupils or if stolen). Pupils must keep their passwords/PIN numbers confidential and should not be shared. It is strongly advised parents insure their daughter's mobile phone and portable devices.

Disclaimer

Pupils are not required to have a mobile phone and the School supports parents who make the decision that this is not necessary by ensuring that pupils are able to use the School landlines to contact parents in certain circumstances. Parents can, of course, contact the School via the landline **+44 1344 894295/ 894296** between the hours of 7pm to 9:30pm.

This policy does, however, recognise that many summer school pupils own a mobile phone. Any pupil who brings a mobile phone into School, does so at their own risk and the School will not be held responsible for any loss or damage.

Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety (especially when travelling or on school excursions) there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons. Possession of a mobile phone can put vulnerable pupils at risk.



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