DEVICES POLICY

Technology plays a significant role in the lives of our pupils, influencing their studies, work, and social interactions. When used positively and in moderation, technology can enhance communication, raise awareness of global issues, provide access to educational resources, offer enjoyable leisure activities, and help build support networks.

However, misuse or excessive use of technology can lead to distractions, exposure to inappropriate content, bullying, decreased self-esteem and mental health.

Goals of the Policy

This policy aims to:

- **Connect**: Encourage appropriate and positive use of technology.
- **Protect**: Implement safeguards to limit overuse and misuse.
- **Educate**: Help pupils develop the knowledge and habits necessary to become responsible digital citizens.

REGISTRATION OF DEVICES

At the start of each term, all devices must be registered with the Housemaster or Housemistress for security purposes. Any new devices brought to school during the year must also be added to this register. If a device is found that is not registered, it will be confiscated and handed over to a parent or guardian as per the stipulated sanctions.

- **Networks**: Pupils may not set up private Wi-Fi networks on campus.

MOBILE DEVICES:
CELL PHONES, IPADS/TABLETS AND SMARTWATCHES, etc

It is important to note that parents are not required to provide their child with any mobile devices. Having any one of these mobile devices at school is optional. Families should consider whether it is necessary for their child's needs and ensure that it aligns with the governing policies.

Neither the School nor its employees are responsible for any valuables, including the mobile devices that are brought to school. Parents are advised to insure these mobile devices.

While at school, including during travel to and from fixtures, tours, and other school-related activities, pupils do not have an automatic right to access their mobile devices. The school reserves the right to deny access if deemed appropriate, particularly as part of a disciplinary sanction.

Use of Mobile Devices (Cell phone, iPad/Tablet, smart watch, etc):

Vth and VIth Form:

- Weekdays (Monday- Friday): Pupils are not allowed to use mobile devices during the academic day. Mobile devices may be signed out after school and used **only** in the boarding house until the start of prep. Smart watches may be used for sport and training purposes outside of the boarding house.
  Pupils may not sign out their mobile devices for school fixtures during the week unless they are going home thereafter. However, they may sign out their smart watch for sporting fixtures for training purposes.
  Additionally, pupils in the Vth and VIth Form are not permitted to keep their mobile devices overnight.

- Floatings:
  - Pupils may sign out their mobile devices if they are going on a floating. However, those attending a sports fixture beforehand must be aware that mobile device use is prohibited during school fixtures. Mobile devices may only be used to contact parents after the fixture is completed, and this is contingent upon obtaining permission from a staff member.

- Weekends :
  - **Saturday:** Mobile devices may be signed out after prep and must be handed in by 21:00.
  - **Sunday:** Mobile devices may be signed out after breakfast and must be signed in before evening prep.
  - Mobile devices may be used **only** in the boarding house. However, smart watches may be used outside of the boarding house for sport and training purposes. No pupil will have access to their mobile devices overnight.

At all other times, outside those stipulated in this policy, mobile devices are locked in the House office and/or appropriate safe facility.

D-A Block:

Pupils in D-A Block are not permitted to have a mobile device while at school.

International Pupils & Air Travel (D-A Block): International pupils are permitted access to a cell phone strictly for travel to and from school during Fixture-Free Weekends (FFW) and Half-Term (HT) breaks. Upon arrival at school, the phone must immediately be handed in to the pupil's Housemaster or Housemistress. Additionally, pupils in D-A Block travelling by air during FFW or HT are permitted access to a cell phone for safety and logistical coordination during travel.

Sports & Training Exception (D-A Block): If a D-A Block pupil requires a smartwatch solely as a fitness/training device:

- The relevant sports coach must, in writing, explicitly notify the Housemaster/mistress of the requirement.

- The coach and pupil are responsible for ensuring the device is worn ***only*** for the duration of the designated training session.
- The pupil is responsible for the care of the device, and it must be stored away immediately after the session.
- If a D-A Block pupil wears or uses a smartwatch outside these training parameters, it will be confiscated under standard mobile device sanction guidelines.

Safeguarding:

Communication with Staff:

- Pupils shall not communicate with any Peterhouse Group staff member via social media platforms (this includes WhatsApp). All communication must be conducted via school issued email or chat platforms **only**.

Digital Material:

- Pupils must not use their mobile devices to record (audio or visual) or post any inappropriate material that could bring the school, themselves and others into disrepute and/or cause harm. This includes, but is not limited to:
  - Offensive or discriminatory content
  - Harassment or bullying of any kind
  - Misrepresentation of the school or its values
  - Sharing private or sensitive information without consent

Where there is reasonable suspicion, a pupil's mobile devices may be searched, provided at least two members of staff are present.

Posting Inappropriate or Indecent Material:

Pupils will be held accountable for the consequences of posting such material, which may include disciplinary and/or legal action. It is vital to uphold the school's reputation and foster a respectful online environment.

Pupils will face severe disciplinary and/or legal consequences and will be sanctioned accordingly.

SANCTIONS FOR BREACH OF MOBILE DEVICES GUIDELINES

Pupils in breach of the guidelines above will face a range of disciplinary sanctions, depending on the nature of the offence. The following specific sanctions will apply:

Device Used Outside the Boarding House / During Away Sporting Fixtures / Outside Training Parameters:

- *First Offence:* Confiscation for 3 weeks.

- *Second Offence:* Confiscation for 6 weeks.
- *Third Offence:* Confiscation for 3 months.

Public Use of Mobile Devices: Any mobile device used by a pupil in public must be confiscated.

Possession of Second or Illegal Devices:

- First Offence: Confiscation and loss of mobile device privileges for 3 months.
- Second Offence: Confiscation and loss of mobile device privileges for 1 year.
- Consequences may include losing the option to bring a mobile device to school for the duration of their enrolment and receiving a formal warning on record.

Please note that mobile devices and other such devices etc, kept by senior pupils (Vth & VIth Form) for junior pupils (D-A Block) is considered an illegal device for both parties.

The confiscated device will be handed over to a parent or guardian **at the end** of the sanction period, regardless of the timing.

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LAPTOPS

Use of Laptops:

Vth and VIth form:

- Weekdays (Monday - Friday): Pupils in the Vth and VIth forms are allowed to bring laptops to school. They may keep their laptop in their possession throughout the day, at the discretion of the Housemaster or Housemistress. However, pupils in the Vth and VIth Form are not permitted to keep their laptops overnight.

- Floatings:
  - Pupils may sign out their laptops if they are going on a floating.

- Weekends:
  - **Saturday:** Laptops may be signed out for prep and must be handed in before lights out.
  - **Sunday:** Laptops may be signed out after breakfast (or after Eucharist) and must be signed in after evening prep.

A and B Block:

- Weekdays (Monday - Friday): Pupils in A and B Block are expected to have a laptop for school purposes **only**. Laptops will be issued in the morning for lessons. They are not permitted to keep their laptops overnight.

- Floatings:
  - Pupils may sign out their laptops if they are going on a floating.

- Weekends:
    - **Saturday:** Laptops may be signed out for prep and must be handed in before the evening's entertainment.
    - **Sunday:** Laptops may be signed out after breakfast (or after Eucharist) and must be signed in after evening prep.

Pupils are not allowed to use the laptop for watching movies or playing games without staff permission.

C Block:

- Weekdays (Monday - Friday): Pupils in C Block are expected to have a laptop for school purposes **only**. They will have access to their laptops for prep in the evening and are not permitted to keep their laptops overnight.

- Floatings:
    - Pupils may sign out their laptops if they are going on a floating.

- Weekends:
    - **Saturday:** Laptops may be signed out at the start of prep and handed in at the end of prep.
    - **Sunday:** Laptops may be signed out after breakfast (or after Eucharist) and must be signed in after evening prep.

Pupils are not allowed to use the laptop for watching movies or playing games without staff permission.

D Block:
Are not allowed any devices at school.

Pupils in D and C Block will be permitted to use a laptop in school when recommended by a specialist for academic purposes – this policy will override all the above.

Safeguarding:

Digital Material:

- Pupils must not use their laptops to record (audio or visual) or post any inappropriate material that could bring the school, themselves and others into disrepute and/or cause harm. This includes, but is not limited to:
    - Offensive or discriminatory content
    - Harassment or bullying of any kind
    - Misrepresentation of the school or its values
    - Sharing private or sensitive information without consent.

Where there is reasonable suspicion, a pupil's mobile devices may be searched, provided at least two members of staff are present.

Posting Inappropriate or Indecent Material:

Pupils will be held accountable for the consequences of posting such material, which may include disciplinary and/or legal action. It is vital to uphold the school's reputation and foster a respectful online environment.

Pupils will face severe disciplinary and/or legal consequences and will be sanctioned accordingly.

SANCTIONS FOR BREACH OF LAPTOP GUIDELINES

If any pupil is in breach of the rules regarding laptops, the following sanctions will apply:

- *First Offence***:** The device will be confiscated for a period of 1 week.
- *Second Offence:* The device will be confiscated for a period of 3 weeks.

Possession of Second or Illegal Devices:

- First Offence: Confiscation and loss of device privileges for 6 weeks.
- Second Offence: Confiscation and loss of device privileges for 3 months.
- Consequences may include losing the option to bring a devices to school and receiving a formal warning on record.

Confiscation of a device does not excuse a pupil from completing work set via Google Classroom. Pupils remain responsible for arranging alternative access through the IT department to complete their assignments on school computers.

Please note that a laptop and other such devices etc, kept by senior pupils (Vth & VIth Form) for junior pupils (D-A Block) is considered an illegal device for both parties.

The confiscated device will be handed over to a parent or guardian **at the end** of the sanction period, regardless of the timing.