

MOBILE PHONES AND OTHER DEVICES POLICY

Last Review: August 2025
Next Review: August 2026
Review by: Pastoral Lead

Refer also to:
Behaviour and Discipline Policy
Living Together at Godolphin – Anti-Bullying Policy
Online Safety Acceptable Use Policies
Search Policy

1. Policy on Mobile Phones and other digital devices

- 1.1. Mobile phones and other digital devices such as iPads, digital watches and cameras are in common use and they are valuable communication tools. They can, however, be intrusive in a community context; they are also vulnerable to loss and theft.
- 1.2. Pupils in the Senior and Godolphin Sixth may have such devices in School during term time under the following conditions:
 - The School is in no way responsible for the device
 - Insurance and costs are wholly the responsibility of the pupil and her parents.
- 1.3. Mobile phones and other electronic devices may be used or left switched-on to receive calls only out of school working hours: they may not be used during lessons unless specifically authorised by the teacher, nor during activities, prep, quiet-times, breaks or mealtimes. They must not be used when walking around School.
- 1.4. Any pupil found using a mobile phone to send hurtful messages and/or images or to send on such messages or images will face the sanctions laid out in the Behaviour and Discipline policy.

2. First to Fourth Years

- 2.1. All pupils are assigned a personal Yondr pouch. It is each pupil's responsibility to bring their pouch with them to school every day and keep it in good working condition.
- 2.2. Daily process:
 - 2.2.1. Beginning of the day:
 - Pupils will open their pouch at Reception, Nelson or Cooper unlocking stations prior to Registration.
 - At Registration, pupils will switch their phone off, place it inside the pouch and secure it in front of their tutor.
 - The pouch should be stored in their bag or locked locker during the day.
 - 2.2.2. End of the day:
 - Pupils may unlock their pouches at Reception, Nelson or Cooper from 5pm.
 - They must close their pouch (important to stop the pin bending in their bag) and keep their pouch safe until the next day.
- 2.3. Pupils arriving late or leaving early will pouch/unpouch their phones in Reception. The PE Department have a handheld device for attending fixtures.
- 2.4. At the start of the year, tutors will compile a list of the makes and modes of phones. If this changes during the year, the parent must inform the tutor via email. If a pupil does

not have a phone or regularly leaves it at home, parents must inform the Head of Year and tutor.

- 2.5. When boarding, phones should be placed in charging lockers at the time specified by House Staff.
- 2.6. If a pupil needs to contact parents, they should go to their House Office or Reception.
- 2.7. If a pouch is damaged accidentally, it must be reported to the Tutor immediately to explain what happened. If any damage is spotted at a pouch check it will be considered intentional unless the pupil has raised it previously.
- 2.8. Pupils who use their phones as a medical device (e.g. diabetes monitoring) will be given a medical pouch.

3. Fifth Year and Godolphin Sixth

- 3.1. No hear, no see (including phones, earbuds, headphones) anywhere during the school day.

4. Sanctions

- 4.1. Pastoral and teaching staff will confiscate mobile phones or other devices if they are used inappropriately.
- 4.2. If a pupil is found in possession of a phone outside a Yondr pouch (or Fifth Year with phone out), the phone will be confiscated until the end of the day and a Friday detention issued by the Head of Year.
- 4.3. If a pupil forgets their pouch, their tutor will pass the phone to the House/Head of Year from whom the phone may be collected at 5.10pm. For a first offence, a misdemeanour will be issued, for a second a Friday detention will be issued. If a pupil consistently forgets their pouch, it is considered Lost (see 4.5).
- 4.4. If a pupil forgets their phone, tutor will contact parent for confirmation. If a pupil consistently forgets their phone, it is considered intentional and a Friday detention will be issued.
- 4.5. If a pupil loses their pouch, their tutor will pass the phone to the House and inform the Head of Year. A Friday detention will be issued and a replacement pouch will need to be paid for.
- 4.6. If a pupil damages their pouch, their tutor will pass the phone to the House and inform the Head of Year. A Friday detention will be issued and a replacement pouch will need to be paid for.

- 4.6.1. Examples of damage: ripped fabric, cut, torn, bent/cut pin, signs of force to the black button on the flap, damage to the black ball, pouch opens without unlocking station.
- 4.7. If a pupil is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a Level 3 offence, as per the Behaviour and Discipline Policy, and will result in a Saturday detention.
- 4.8. Items confiscated by House staff, will be kept in House; those confiscated by teaching staff should be passed to the Head of Year or the Head of Godolphin Sixth for safekeeping.
- 4.9. In the case of Cyberbullying or other serious misuse of the device, the device must be handed in to the Deputy Head daily until the sanction is complete. Bullying sanctions will also apply.