



**CPHS Mobile Phones & Personal Device Policy  
FOR THE HIGH SCHOOL  
2023-2025**

**Approved by: HS School Principal**

**Date: June 2023**

**Reviewed by: Pastoral Team & Head of Pastoral Care & Student Services**

**Next review due by: June 2025**

## DEFINITION

Personal/portable digital devices have become an integral part of our daily lives. These devices include, but are not limited to the following examples:

- Mobile phones
- Smart watches
- iPads
- Digital cameras
- Headphones/earphones/airpods
- Tablets and laptops (Laptops require permission from Learning Support, except for Sixth Form students)

Please note that this policy refers to personal/portable devices and not school devices. Please see the one-to-one device policy for information pertaining to school devices.

## AIMS

The increased ownership and use of such devices by our students requires that the leadership, teachers, students, and parents take steps to ensure that these devices are used appropriately within the school environment.

The main concerns relating to the use of portable digital devices in the school environment include:

- Privacy, child, and data protection issues.
- Storage and dissemination of unsuitable material via the device
- Loss, damage, or theft of devices
- Inappropriate use of devices resulting in a negative impact on student social integration and the learning environment.

Cayman Prep and High School is committed to creating a secure and enriching learning environment for our students. The objective of this policy is to promote the appropriate and responsible use of personal/portable digital devices.

Students are permitted to bring personal/portable digital devices to school, subject to the following guidelines. Students who choose to bring such devices are responsible for familiarizing themselves with and adhering to these guidelines. The decision to provide a device rests with parents or guardians, who assume full responsibility for allowing their child to bring the device to school and ensuring compliance with the policy. The school will not accept responsibility for the loss, damage or theft of a personal portable digital device.

## **GUIDELINES**

Students are required to mark all personal/portable digital devices clearly with their names and use security PIN and password protection.

### **Years 7-11**

- All portable/personal devices must be switched off always during the school day from 7:30am to 4pm and must be stored in school bags or locked in their lockers.
- **Mobile phones and personal devices** are not to be used or seen or heard on the school premises. A student may use a mobile phone only after they have left the school site.

### **Key Stage 5**

- Students may use a portable device (**not a mobile phone**) during a lesson if given express permission by the classroom teacher. Headphones and or earphones are **only** permitted to be used during lesson times with the express permission of the teacher. *Please note that headphones and earphones may only be used in lessons specifically with portable devices such as laptops and tablets (not mobile phones).* After the completion of the lesson, personal devices must be switched off and stored securely. Likewise, headphones and or earphones must be put away before students leave the classroom. Sixth form students may use a portable device (**not a mobile phone**) in the canteen or during study periods if they are studying. *Headphones and earphones will not be permitted in the canteen area when students are using portable devices.*
- **Mobile phones** are not to be used or seen on the school premises. A student may use a mobile phone (as well as earphones and or headphones) **only** in the sixth form common room area (this includes the benches immediately outside the sixth form common room) or after they have left the school site. The same rule applies for earbuds and earphones.

Consequently, all students must report to the office if they wish to contact parents or guardians as mobile phones should not be seen or heard on site at all. The office is staffed from 7.30am until 4pm.

### **UNACCEPTABLE USE**

- Portable/personal devices must not be used to take images or videos on site.
- Portable digital devices must never be used during the school day to **post any** information.
- Portable digital devices must not be used to communicate with others or external people using social media, and or other messaging platforms.
- Portable devices may only be used to communicate when directly related to the academic learning of the pupils and with the express permission of the member of staff (for instance, the use of Microsoft Teams for Teaching and Learning purposes).
- Cyber-bullying, which encompasses various forms of online harassment, including but not limited to: sending bullying texts, messages, or making calls via mobile phones; using mobile phone cameras to intentionally distress, frighten, or humiliate others; sharing threatening, abusive, defamatory, or humiliating content on websites; impersonating someone else and hijacking their email accounts; making derogatory, abusive, defamatory, or humiliating remarks in chatrooms; and posting offensive, abusive, defamatory, or humiliating material on social networking or reunion websites.
- It should be noted that it is a criminal offence to use a portable device to menace or harass another person. Hence students must not engage in personal attacks, send photographs or post private information about another person through any form of digital media at **any** time.

Please note that the School has the final decision on defining unacceptable use of technology on school site and any decision will be at the discretion of the Pastoral and Senior Leadership team. Consequently, the school reserves the right to check the content stored on the device, if applicable.

### *CONSEQUENCES:*

Failure to adhere to the requirements listed above will result in the application of the following sanctions and consequences.

If a mobile phone is seen or heard on site, and or a portable digital device is used inappropriately, and or without express permission, the device will be confiscated, and parents/guardians contacted.

Lengths of confiscation:

- 1<sup>st</sup> incidence – 24 hours
- 2<sup>nd</sup> incidence – 3 Days
- 3<sup>rd</sup> incidence – 1 week
- 4<sup>th</sup> incidence – until the end of term and item is collected by a parent/ guardian.

The incident will be recorded on the VLE with time, date and circumstance. The member of staff who confiscated the mobile phone or personal device will email home outlining the date of confiscation, alongside the return date of the mobile phone or personal device.

Moreover, if an offence were to occur later in the week (e.g., Friday), and depending on the time frame required, then the mobile phone will remain on school site until the next working day. If an offence were to occur before a school holiday, the device will be returned on the next working school day after the holidays.

Please be aware that the final decision regarding the confiscation of personal/portable devices rests solely with the Pastoral and Senior Leadership Team, and not with parents and guardians

Students can only collect their mobile phones from the school office at the following times 7.30am-8am and 3.15-4pm.

It is only on the fourth incidence where parents or guardians are required to collect the mobile phone or personal device during the following times 7.30am-8am and 3.15-4pm. When a parent or guardian is picking up a device, they need to make an appointment with the relevant Pastoral Leadership Team member before they pick up the device.

### *PARENTAL SUPPORT:*

- Parents, please communicate with the school via the school office for any student related messages during the school day.
- Please ensure that you and your child are aware of the personal/portable device policy consequences and support the school in ensuring full compliance with the policy.
- Please support the school by informing your child/ren not to communicate via a portable/personal device during the school day and on school site, but to communicate all information/messages via the school office.
- Ensure your child/ children arrive at school in time to register and are collected before 4pm, unless involved in activities, clubs or fixtures.