



SURBITON

HIGH SCHOOL

Mobile Digital Devices

Contents

1.1	Surbiton High School: Ethos and Aims.....	2
1.2	Policy Statement	3
1.3	Senior School Procedures	6
1.4	Sixth Form Procedures.....	8
1.5	Mobile Devices and Public Examinations.....	9
1.6	The use of mobile devices on School trips.....	9
1.7	Document Information	10



SURBITON

HIGH SCHOOL

1.1 Surbiton High School: Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others



SURBITON

HIGH SCHOOL

- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

1.2 Policy Statement

Surbiton High School is a friendly and vibrant community where individuals thrive and feel happy, secure, confident and valued. We also aim to work in close partnership with parents, and to provide an intellectually rigorous and challenging academic environment with outstanding pastoral care and support.

The School recognises that personally owned mobile phones and digital devices are now an integral part of young people's culture and way of life and can have considerable value, particularly in relation to individual safety. Such technology will play an increasing part in future learning practices, but its use should follow agreed rules and guidelines.

The School aims to educate pupils in the responsible use of technology.

Mobile phones/digital devices do present a number of problems:

- They are valuable items that can be stolen.



SURBITON

HIGH SCHOOL

- Their use can render pupils subject to potential bullying or inappropriate contacts.
- They can disrupt the learning environment if used inappropriately.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

In our policy on mobile phones, we recognise that:

- Many parents value the opportunities to be in contact with their children offered by mobile devices, particularly during the journey to and from School, and feel that possession of a mobile device enhances their child's safety;
- Mobile phones and digital devices are often expensive and desirable pieces of equipment and should be protected from loss, damage or theft;
- The unauthorised use of mobile digital devices during lessons distracts pupils from learning;
- Mobile digital devices can be used as tools in bullying and other undesirable behaviour such as the capture or circulation of images and sound recording without the consent of all involved;
- Many young people spend large amounts of their free time using communications technology, and we would like to encourage engagement in face-to-face socialising and other kinds of activities during School break and lunchtimes.

Our policy therefore is that mobile devices may be carried on the journey to and from School. On arrival at School, pupils must follow the procedures outlined for the Senior School below and lock devices in a Yondr pouch to avoid distraction in lessons, the risk of the device being lost, damaged or stolen and the potential for cyber-bullying or other inappropriate behaviour.

Throughout this policy, "mobile devices" should be understood to include mobile phones which are connected directly or indirectly to mobile phone networks, as well as other wi-fi enabled devices such as personally owned iPads (i.e., not those supplied by the School).

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our School community, including those in our EYFS setting.

Surbiton High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is available to relevant parties, in accordance with our statement on the provision of information, on the United Hub and MIS. This policy should be read in conjunction with the following policies:

- Anti-Bullying
- Child-on-child Abuse
- Behaviour and Discipline



SURBITON

HIGH SCHOOL

- Exclusion, Expulsion, Removal and Review

This document is reviewed annually by James Flynn or as events or legislation change requires. The next scheduled date for review is May 2024.



SURBITON

HIGH SCHOOL

1.3 Senior School Procedures

As with all of a pupil's personal belongings, it is the pupil's responsibility to ensure that a mobile device is protected from loss, theft, or damage. Pupils may keep a mobile device on their person within a Yondr pouch, but we strongly recommend that it be stored in a locked locker and only be retrieved from the locker at the end of the School day. In either case, it must be switched off unless its use is allowed by a teacher during a lesson for a specific purpose. This is in line with our policy of vigorously encouraging the use of technology for academic purposes.

1.3.1 Locking a mobile phone in a Yondr pouch.

Locking a mobile phone in a Yondr pouch at the start of Registration each day

- Each pupil must bring their Yondr pouch to school with them every morning.
- It is their responsibility to ensure the pouch is in the unlocked position for Registration. Unlocking stations will be available by the entrances to school at the start of the day if required.
- At 08:25am, at the start of Registration, the classroom teacher will ask every pupil to switch their phone off and put it in their Yondr pouch and click the pouch shut.
- The pupil keeps the pouch, and their phone, on them for the day. It remains their property and responsibility, but the phone cannot be accessed.
- At the end of the day, on the way out of school, the pupil touches their phone against an unlocking station which opens the pouch.
- We recommend the pupil stores the pouch in the "unlocked" position in their school bag until the following morning; and clearly names their pouch.
- If a pupil needs to contact a parent during school hours, they can go to the main school reception or Head of Year office and ask to use the phone there.

If a pupil comes to school without their pouch

- If, at the start of Registration or at any point during the school day, a pupil does not have their pouch with them, their teacher will send them to reception to get a spare pouch.
- These pouches will be marked "SPARE" and must be returned to reception at the end of the day. If a pupil does not return the loan pouch at the end of the day, they will be issued with a Head of Year detention.
- The pupil will be issued with a Head of Year detention for a second offence in failing to bring a pouch to School. We understand that mistakes happen and expect that pupils will learn from the first instance that this happens.
- Detentions will escalate for repeat offences, in line with other aspects of the school behaviour systems.
- If a pupil has gone to reception of their own volition before Registration and collected a spare pouch before 8.25am, they will not receive a detention, provided the loan pouch is returned to reception at the end of the school day.



SURBITON

HIGH SCHOOL

If a pouch is lost or damaged

- Accidental damage is unlikely, given the sturdiness of the pouches.
- If a pupil loses a pouch, they will be charged for a permanent replacement (see note below regarding costs). Replacements can be obtained from the main reception. The cost of a replacement pouch is £16.
- If a pupil deliberately damages a pouch (e.g., cuts it open), they are issued with an SLT detention after School on Friday for 90 minutes, and the cost of a replacement will be billed to their parents.
- Though highly unlikely, if accidental damage renders a pouch obsolete, a new one will be issued free of charge.

If a pupil leaves their phone turned on in a pouch and somebody rings it

- The phone will ring as pouches do not block the signal.
- That pupil has failed to follow the instructions at the start of the day (which included the instruction to switch their phone off). Their pouch and phone are confiscated and handed into main reception and can be collected at the end of the day.
- That pupil is issued with a Head of Year detention.

Preventing pupils accessing the unlocking stations during the day

- Unlocking stations consist of a lockbox containing the unlocking device so that they are only available at the appropriate time of day.

If a pupil goes home at the end of the school day without unlocking their phone

- This is comparable to a pupil forgetting their phone in their locker.
- In the same way that it is usually possible to arrange to come on-site outside normal hours to retrieve a forgotten item, so to it will be possible to arrange to come on-site to access an unlocking station. Pupils and parents must be aware that this may take more than 24 hours to organise.
- That pupil will not be able to access their phone during that period of time.

If a pupil arrives at school early for ski training, rowing, etc.

- They will bring their phone and pouch with them, as they would if they were arriving at the usual time. They will lock their phone in their pouch at 08:25am.

If a pupil needs to leave school early for reasons of sickness, an appointment, etc.

- Pupils can request that their phone be unlocked when signing out, as they already must, at one of the reception desks.

If a pupil arrives at school after Period 1, for example after an early appointment.



SURBITON

HIGH SCHOOL

- That pupil will lock their phone in their pouch when signing in, as they already must, at the reception in the main building or SAR.

If a pupil needs to contact their parents during the school day, for instance because arrangements for an after-school event have changed, they should go to Reception or the Head of Year office, where they will be permitted to use the telephone, or ask permission from a member of staff to use their mobile device for this reason only.

If a pupil needs to use their mobile device for any other reason while on the School premises, they must ask permission from a member of staff.

If a member of staff finds a pupil using their mobile device during the School day without permission, the pupil will be issued with a Head of Year detention. The device will be switched off and locked in the pupil's Yondr pouch. Subsequent incidents will be escalated in line with the School's Behaviour Policy

It is expressly forbidden for a student to access websites during the School day except through the School's network or unless instructed by a teacher during a lesson. The School's network is filtered, and students' use of websites is monitored.

1.4 Sixth Form Procedures

Sixth Form pupils may use their mobile devices within the Sixth Form Centre only. They must otherwise remain switched off and kept out of sight. Mobile devices may not be used during lessons or any other timetabled activities, whether or not these activities take place in the Sixth Form Centre, unless their use is allowed by a teacher during a lesson for a specific purpose.

Sixth Form Students should model positive habits and not use their mobile devices in any other part of the school.



SURBITON

HIGH SCHOOL

1.5 Mobile Devices and Public Examinations

In accordance with JCQ policy, pupils may not take mobile devices into public examinations. A procedure is provided by the Examinations Office to ensure that mobile devices are stored securely during examinations and there can be no accusation of misconduct. The procedure is as follows:

- Pupils are given the option of putting their mobile device into the plastic box before entering the exam room. The device must be switched off.
- The plastic box is held by the Invigilators (for examinations with large numbers of candidates there may be several boxes).
- The boxes of devices are brought into the examination room by the invigilators and kept under their supervision.
- At the end of the examination, the invigilators ensure that each mobile phone is returned to the pupil.

1.6 The use of mobile devices on School trips

At Surbiton High School pupils have many opportunities to participate in trips which are planned to enhance their learning and development. Whilst we recognise that parents may wish pupils to carry a mobile phone or digital device during a trip, whilst on the trip pupils' attention should be on the activity taking place. How this is achieved with relation to mobile phones / digital device varies from trip to trip, depending on the nature of the activity and the length of time away from home. Many staff require mobile phones or digital devices to be switched off during trips and only permit them to be switched on when pupils arrive back at School. Others allow pupils to use their devices during the journey home to notify parents of an estimated time of arrival. On residential trips, staff may permit girls to use their mobile devices to contact parents during evening free time. Pupils should listen to instructions from staff organising their trip and follow any procedures laid down for the use of mobile devices. Failure to comply with procedures will result in the usual School sanctions. For residential trips, a meeting for parents is held prior to the trip departing, and the procedures which will be applied to the use of mobile devices on the trip will be covered at this meeting.

All trips, however short, have a Duty Officer appointed, who is normally a member of the Senior Leadership Team. Parents are given details of how to contact the Duty Officer, and all contact should go through the Duty Officer. Examples of situations where this would occur include if there is an emergency at home and a pupil needs to be contacted by parents, or if there is an emergency on the trip and the School needs to make contact with parents. Communication is via the Duty Officer to avoid situations where a pupil could be left unsupported in dealing with a difficult communication from home, or where a member of staff could be distracted by phone calls, messages, or emails from parents when their primary duty is to deal with the situation occurring on the trip.



SURBITON

HIGH SCHOOL

1.7 Document Information

Version Number	2.1
Reason for Version Change	Addition of information about Yondr pouches
Name of owner/author	James Flynn
Name of individual/department responsible	James Flynn, Assistant Principal – Whole-school Innovation and Organisation
Target Audience	staff
Date issued	1 st September 2023
Where available	United Hub, MIS
Review Date	May 2024