



CHARTERHOUSE

MOBILE COMPUTING DEVICE POLICY

OVERVIEW STATEMENT

The term Mobile Computing Devices (MCDs) refers principally to pupils' personal devices such as mobile phones, but also includes (for example) laptops, tablets, smartwatches, MP3s and Kindles. It includes all devices capable of communicating by voice, messaging, video and images, as well as internet-enabled devices capable of running software / apps. The definition also extends to those devices capable of playing music and video.

Pupils are expected to have an academic device and are permitted a secondary MCD. The academic device, in the Under School is a School purchased iPad unless there are special educational needs which require an alternative device, while Specialists are allowed to choose their own device, but all academic devices are registered on the school MDM system.

The School's priority is pupil safety – both individually and collectively and to promote a positive, healthy relationship for our pupils with the dominant technology of our time in an age-appropriate manner. This policy should be used in conjunction with those policies listed in Annex 1.

PURPOSES OF MCDs AND THEIR USE IN PRACTICE

Charterhouse embraces technology, seeing it as a part of a modern forward-looking education. Technology has many benefits in creating a rich and dynamic learning environment and the School wants to harness those benefits to support pupil learning, as well as productivity, communication and organisation. The pupil's academic device is for use in lessons and for independent study, as well as providing vital tools for communication and organisation. The academic device is designed for educational purposes only and the eco-system is designed, with various restrictions, to cultivate academic habits and activities. This device is permitted in lessons and during banco as well as at other times when a pupil might want to study.

From September 2025 Fourth and Remove pupils will not be allowed to bring smartphones into School. This policy will expand to include the Fifth Form (Yr11) from September 2026 onwards.

Fourths and Removes will be permitted to bring a non-smartphone or 'brick phone' (a phone that allows basic features such as phone calls, texting and limited other functionality such as WhatsApp but does not enable access to social media apps) into School, but their access to this device will continue to be time restricted as per existing arrangements. As pupils progress through the School, time-access restrictions will ease in an age-appropriate manner as they do at the moment.

We would recommend phones like:

- Punkt, MP02
- Nokia 880 tough
- Nokia 8210
- Nokia 2260 flip
- Nokia 3210
- Maxcom MM135L
- CAT S22
- Palm Phone PGV 100
- Doro 7030

The key ingredient for us is the restriction on social media and the internet browser. Some of these phones allow Whatsapp, while others are restricted to very basic features.

All 4th - 1YS pupils are required to hand in all MCDs overnight. Mobile telephones are released to pupils for certain periods each day (see Table 1, below, for details) but are kept in lockers in Houses at all other times. All devices will be available to all pupils from 12:45 on Saturday, or by arrangement with HH for those travelling to away matches. Devices may remain in the possession of pupils until Sunday evening. International pupils whose parents live in different time-zones and pupils with mid-week away matches, who wish to have access to their mobile phones at times outside of the normal allowance should seek permission from HHs, which will not be unduly withheld.

The system is gradated so younger pupils' access to MCDs is subject to tight controls, and pupils are encouraged to take more responsibility for the management of their devices as they grow older. 2YS are expected to manage the use of MCDs on their own.

During permitted periods, pupils may use registered MCDs (including mobile telephones) in the privacy of their own room or House, or immediately outside House if a signal is required. They may also be used in the QSC and in Crown, or in other circumstances if permission has been expressly granted by a HH, beak or other member of staff. This policy equally applies during School excursions, camps and extra-curricular activities when off-site, unless MCDs are specifically required for safety reasons.

MCDs are not permitted in dining rooms, the BTT or Chapel. Designated MCDs (not mobile telephones) may be used in Library and Lecture Theatre (with permission). Misuse of this privilege will result in the withdrawal of the privilege and may also result in the confiscation of devices.

MCDs must never be used whilst walking to and from hashes, or in the vicinity of road traffic. MCDs must never be in a pupil's possession during an internal or public examination.

It is inappropriate to video or take a picture of another person (whether a member of staff, a fellow pupil or a visitor) without their consent or to distribute such a video or picture without consent: this would be regarded as a serious offence. Possible sanctions for breaches of this policy cover the full range available to the School.

Using MCDs to make, store, view, share or distribute sexualised images of people under 18 (known as 'Sexting' or 'Youth Produced Sexual Imagery') is illegal and can lead to a criminal record, even for pupils aged under 18 at the time. This can have serious long-term consequences, for example, in accessing some kinds of higher education. In addition, the School is likely to impose serious sanctions on a pupil who, without very good reason, uses an MCD to make or share images of any activity (such as fighting) which is contrary to the School Rules.

MCD REGISTER

Pupils must register all MCDs with House staff at the start of each term and whenever they get a new device.

Pupils will be required to record the following:

- Types of device
- Makes, models and serial numbers

- Colours/distinguishing features

Only registered devices are permitted in School. All other devices will be treated as dummy devices (see MCD Sanctions below). Each pupil (4th – 1YS) may nominate one device (not a mobile telephone) to be their ‘Academic MCD’ which may be used in hashes with permission of the beak.

HHs are to send out this form at the start of the academic year:

https://forms.office.com/Pages/ShareFormPage.aspx?id=G2-9pkqu3UGtD5va83dVEDqabj50pz9OmqtIZF61EbJUNFpQV05TSVYzVDNPQjgzQTRQMFdWQ0o4RC4u&share_token=lr80QOclQVVXwV3BNybg

INCLUSION & EQUALITY

Where a pupil’s individual circumstances require, the school can provide alternative academic devices to meet the needs of any individual. For example, some SEND students may request a larger screened device to aid visibility. When this is required, the parent will meet any additional cost required for an alternative device and the device will still be placed under the same controls and restrictions of their year group.

TABLE 1. MCD access and restrictions by year group

The timings below apply to weekdays and Saturday mornings. All devices will be available to pupils from 12:45 on Saturday, or by arrangement with House Staff for those travelling to away matches. Normal overnight MCD rules apply on Saturday and Sunday evenings, although exact timing for handing in devices on Saturday night and throughout the day on Sunday is at the HH’s discretion. Pupils with parents in other time-zones, who wish to have access to mobile phones at other times, should seek permission from House Staff.

Under School

	Fourth's		Remove		Fifth's	
	Personal Device	Academic Device	Personal Device	Academic Device	Personal Device	Academic Device
07:30 – morning adsum	Y	Y	Y	Y	Y	Y
08:00 – 20:45	N	Y	N	Y	N	Y
20:45 – 30 mins before lights out	Y	Y	Y	Y	Y	Y
Overnight	N	N	N	N	N	N

Under School pupils who regularly stay in School over weekends may (if their parents wish) bring a smartphone to School, so that they can contact their parents and friends via social media at weekends. These devices must be registered with House staff who will store them safely during the working week, as well as overnight on Saturday evenings.

Specialists

	1YS		2YS	
	Personal Device	Academic Device	Personal Device	Academic Device
07:30 – morning adsum	Y	Y	Y	Y
16:15 – 19:00	Y	Y	Y	Y
20:45 – 30 mins before lights out	Y	Y	Y	Y
Overnight	N	N	Y	Y

Under no circumstances should mobile devices be used in the dining hall. If you are on your device in CDR or Oak, this will result in a conduct detention. Three strikes will result in a loss of phone privilege during this time until the end of that particular term.

The School acknowledges that young people need to learn to manage their own lives online, but they also need to be able to interact with others socially, think independently and manage their own emotions in a healthy manner. The School also acknowledges that there are benefits to be gained by pupils having access to the internet on personal devices, but these benefits do not negate the risks.

Hence, this system is designed to enable pupils to gradually learn to take responsibility for their own screen-time as they grow up.

We are very aware of the importance of parents and children being able to communicate easily on a regular basis. While we are prohibiting smartphone access, we will allow access to Facetime, via iPads, at certain times of day, to ensure that parents and pupils are able to make the most of the positive side of this technology. The advantage of this is that it will run through the School Wi-Fi which has all of the protective features that help us to keep the children safe.

The use of a non-smartphone maintains the ability that parents have to communicate with their child through phone calls and text messages, and depending on the version parents choose, can still have family Whatsapp groups. In the case of emergencies, we would encourage parents to use the normal communication methods such as ringing their child’s House as well as using emails.

INAPPROPRIATE USE

Members of staff may confiscate a MCD if they believe it is being used to contravene the School’s MCD, Behaviour, Safeguarding or Anti-Bullying Policies. Possession of inappropriate, radicalised, sexualised, offensive or malicious material stored on a MCD is not allowed (see the School’s IT – Acceptable Use Policy for further information about browsing and storage). Such offences may lead to expulsion. Similarly, in such circumstances, if there is suspicion that the material on the MCD may provide evidence relating to a

criminal offence, the MCD will be handed over to the Police for further investigation, following consultation with the Deputy Head Safeguarding and/or the Head.

CONTROL MEASURES

The School seeks to promote safety, wellbeing and appropriate behaviour by managing inappropriate MCD use. In order to help with this, each House is required to keep a MCD Register (as previously mentioned). In addition, it may be appropriate for a member of staff to confiscate a MCD if a pupil is in breach of this policy or the IT – Acceptable Use Policy (available in Annex 1).

The use of VPNs to circumnavigate the School’s firewall is not acceptable and would be considered to be a serious contravention of the School’s ICT Acceptable Use Policy. The School reserves the right to further restrict or ban the use of devices by pupils who fail to comply with this stipulation.

All devices are to be registered on the School’s MDM system to ensure that the devices are filtered and monitored appropriately in line with the expectations of KCSIE. Under School academic devices will have these already installed at the point where they are distributed to pupils.

MCD SANCTIONS:

Some pupils may attempt to circumvent the system by failing to hand in devices or by handing in dummy devices. All Houses should respond in a consistent manner as detailed below:

TABLE 2. MCD Sanctions – Personal Device

	Sanction	Notes
1st offence	Confiscate the non-permissible device and the pupil’s legitimate personal device for three days. Issue a conduct detention. HH to inform parents.	Non-permissible devices should never be returned to pupils. If pupils want them back, parents must collect them from the HH in person. Pupils whose tech has been confiscated will still be allowed access to their academic device and may use the House telephone for phone calls to parents.
2nd offence	Confiscate the non-permissible device and the pupil’s legitimate personal device for a week. Inform parents. Issue a three day House Gating for dishonesty.	
3rd offence	Confiscate the non-permissible device and the pupil’s legitimate personal device until the next Exeat or holiday. Inform parents. Issue five days House Gating for persistent dishonesty.	
4th offence etc..	Confiscate as per 3 rd offence. Pupil meeting with DHP/AHP and School Gating Meeting with parents and HH.	

TABLE 3. MCD Sanctions – Academic Devices

	Sanction	Notes
1 st offence	Notification Follow up with HH Conversation	If a pupil is found with a VPN, this results in a conduct detention and immediate confiscation of iPad.
2 nd offence	Notification & Conduct Detention	
3 rd offence	Confiscation of iPad for 48 Hours (out of academic time) and communication with parents, and meeting with Head of Year.	If there is repeated use of VPN, escalation will be faster due to increased risks of circumventing the School’s protective measures.
4 th offence etc..	School Gating and meeting with Assistant Head (Under School / Sixth Form)	

EXPLAINING THE POLICY

Pupils are briefed on this policy and reminded of the *IT – Acceptable Use Policy* and its implications at the start of the academic year via House and Year Group assemblies. All Fourth Formers receive induction on IT acceptable use, as well as education through PSHE, tutorials, Future U and Computing lessons. There are also Citizenship sessions for all pupils in the Remove, Fifth Form and First Year Specialists (annually) and parents (at point of entry to the School and at Pastoral Parents’ Briefings). In teaching its pupils about online safety, the School aspires to cover the subject material listed in the UKCCIS document *Education for a Connected World* (2018). Pupils are made aware of both the positive aspects of MCD technology and social media, as well as the dangers of such, covering what pupils should do in response to bullying and how to keep safe (for example when using text messaging, email, instant messaging, websites and chat rooms).

Pupils who receive a text, see or post a social media message or any other communication which could be malicious, should report this to a member of staff immediately. Pupils worried about repercussions from peers should consider using the anonymised 'Whisper' facility on Charternet to report their concerns. Pupils should also be aware that they can report concerns directly to the Pastoral Office and Safeguarding or can report directly to the police. A pupil who sends or posts malicious or otherwise inappropriate messages will be subject to serious disciplinary action and may put their place at the School at risk.

ANNEX 1

Anti-bullying Policy and Strategy

Artificial Intelligence Policy

Online Safety Policy

Prevent Policy

Promotion of Good Behaviour

Pupil Acceptable Use Policy

Pupil Social Media Use Policy

Safeguarding and Child Protection Policy