

# Policy on Pupil use of Mobile Digital Devices

The school recognises the widespread use of mobile digital devices in society and the workplace, and is committed to supporting pupils in developing disciplined, responsible and effective use of such devices. In order to protect students and for the smooth running of the school, the use of mobile digital devices in school is controlled.

For the purposes of this policy, a mobile digital device includes, but is not limited to, mobile phones and smart phones as well as other 3G/4G and Wi-Fi enabled devices such as iPads, iPods, tablets, smart watches, and laptops.

1. Pupils bringing a mobile digital device to school do so at their own risk.
2. Pupils are permitted to use mobile digital devices in school between 8.30am - 3.30pm (or during school events taking place at other locations) **only** under the direction and supervision of staff. This means the devices should not be used in toilets, corridors, locker areas, changing rooms etc.
3. The camera facility on any mobile digital device may be used during lessons or on school trips and sporting events only when permission has been granted by the teacher in charge. The sharing/uploading of images (e.g., to social media) which would reflect negatively on the school or cause hurt or offence to others is strictly prohibited.
4. Mobile digital devices should be switched to silent during lessons/sixth form study periods. To facilitate this, pupils should set up 'Do not disturb' mode for school hours.
5. Pupils should not contact their parents/carers directly via phone, social media or other electronic methods, to arrange to be collected. If unwell, pupils should report to the school office who will contact parents, if it is judged appropriate to do so.
6. Any pupil discovered to be in breach of the above rules will be subject to sanctions and have the device confiscated. Under normal circumstances, confiscated devices will be available for collection at 3.30 pm from the School Office and a Year Head's detention will be issued.
7. The use of any mobile digital device to record or transmit images or sound, without the prior agreement of the pupil or member of staff concerned, is potentially a serious matter that could result in suspension from school.
8. Pupils sitting formal or public examinations are reminded that mobile digital devices must not be brought into the examination hall as per JCQ guidelines. Switching off the device is NOT sufficient. **Possession** of a mobile digital device in the examination hall is considered to be a serious infringement of the regulations, resulting at the very least in disqualification from that examination. In accordance with the regulations set up by the exam board, a

pupil discovered **using** a device either a mobile digital device in an examination would be liable to disqualification from all examinations in the series.

9. Mobile digital devices owned by the school, such as i-pads and laptops, must be treated with care and only used in the way specified by the teacher. Settings such as backgrounds and lock screens on such devices should not be adjusted by pupils.
10. Breaches of the above policy will be subject to disciplinary measures as outlined in the school's behavioural management policy.

Subject to the school's separate BYOD policy, Year 13 and 14 pupils are permitted to use their own digital devices e.g., laptops. Permission to bring a personal digital device will be withdrawn if BYOD policy conditions are breached. The safe keeping of any such device is the sole responsibility of the owner.