

Personal Mobile Device Procedure 2024-2025	
Committee:	Teaching and Learning
Approved by Committee on:	5th June 2024
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Responsible Officer:	Sean Sycamore / Suzanne Smith

Personal Mobile Devices (PMD) includes mobile phones, tablets, smart watches and any other internet-connected devices, including devices able to record or play audio or video, such as headphones, Bluetooth speakers or action cameras (eg GoPros). This also includes any devices which are lent by the school or leased as part of a school iPad scheme.

For the purpose of this procedure the term 'pupils' refers to years 7-11 and 'students' is used for year 12 and 13 in Sixth form

For pupils/students who bring PMDs into the Comberton Village College and Sixth Form:

- The use of PMDs is covered by the **Acceptable Use of ICT Procedure** which pupils and students will be required to agree to.
- Pupils and Students are responsible for any PMD brought into school and the school accepts no liability for the loss, theft or damage of the device.
- These rules also apply during school trips, residential or extracurricular activities – see the **Trips Procedure** for more details.
- Pupils and Students may not use a PMD to record anything that occurs within the school grounds without permission. This includes recording visually (photos) and audio (sound or video). When recording is part of a planned learning activity, students must carefully follow the instructions of staff about what is permitted to be recorded.
- Pupils and Students are not allowed to store images of students in uniform, images of staff, inappropriate images, video or sounds on a PMD.
- Pupils and Students should use a password or pin number to stop other people using their PMD.

Contact with home during the school day (08:25 to 14:50)

- If pupils need to contact parents or carers, they will do so on a school phone.
- If parents or carers want to contact their child, this must be through the school office/relevant Year office.
- Pupils are not permitted to use a PMD to send messages, texts or take or receive telephone calls, whilst on the school premises, without permission from a member of staff.

PMDs and headphones

- PMD must be switched off and kept in bags from the moment pupils cross the school threshold in

the morning till 2:50pm.

- Headphones must be placed in bags and not used on site unless for learning purposes e.g. listening practice in MFL lessons
- Pupils will only be allowed to use their PMD when given permission from a member of staff during lessons. e.g. using iPads for learning.
- Pupils permitted use of the PMD is before crossing the school threshold in the morning and after 2:50pm and includes during bus journeys with the exception of iPads for learning in lessons.
- When permitted use is granted, pupils and students must conform to the acceptable use procedure.
- Sixth Form students are permitted to use PMDs in the sixth form building(s) and designated outside spaces, but not around the general school site.

Consequences for misuse

Where pupils and students do not follow the above expectations, the device will be confiscated and handed To reception for safe keeping. The device will be available for collection at the end of the school day. The Incident will be recorded in MyConcern for the e-safety lead to follow up- links to **Safeguarding Policy**. Parents/carers should be informed of the confiscation, as well as being notified of the risk of escalations, where the misuse persists.

A member of staff can look at data on a pupil's mobile phone if there is good reason to do so and can delete files or images if they have been or could be used to cause harm, disrupt teaching or break school rules. This will be carried out by a member of the Safeguarding team and parents will be made aware this has happened. If they are suspected to have done something illegal, information held on the phone may be passed to the police.

If a safeguarding risk has been identified e.g. misuse of social media parents/carers will also be offered support and advice on e-safety for use at home and guidance on next the steps.