

Personal Mobile Devices (PMD) include mobile phones, tablets, iPods, and any other web-enabled devices.

For pupils who bring PMDs into the college:

- The use of PMDs is covered by the ***Acceptable Use of ICT Policy*** which students will be required to agree to.
- 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.
- 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).
- Students are not allowed to store inappropriate images, video or sounds on a PMD.
- Students should use a password or pin number to stop other people using their PMD.

Contact with home

- If students need to contact parents or carers during the hours of 8:25am and 2:50pm, they will do so on a school phone
- If parents or carers want to make contact with their child during the school day, this must be through the school office.
- Between the hours of 8:25am and 2:50pm, students 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 (including headphones) must be switched off and kept out of sight between the hours of 8:25am and 2:50pm.
- Students will only be allowed to use their PMD when given permission from a member of staff during school time.
- Permitted use of the PMD is before 8:25am and after 2:50pm and includes during bus journeys and on school site.
- When permitted use is granted, students must conform to the acceptable use policy.
- Devices which are identified as being used outside of the detail of this policy, will be confiscated and handed to the school reception for collection at the end of the day.
- 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

- If students break the rules on PMDs, the device will be confiscated and will be held in a secure place in the school. In most cases students will be allowed to collect the PMD at the end of the college day.
- Students must hand over any PMD if asked to by a member of staff.