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## PERSONAL MOBILE DEVICE POLICY 2021-22

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<b>Recommended by</b>	Teaching and Learning Committee on 17 <sup>th</sup> Nov 21
<b>Approved by the FGB:</b>	On 8 <sup>th</sup> December 2021
<b>Date of next review:</b>	November 2022 or as appropriate
<b>Responsible Officer:</b>	S Sycamore

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Personal Mobile Devices (PMD) include mobile phones, tablets, smart watches and any other internet-connected devices. This also includes any devices which are lent by the school or leased as part of a school iPad scheme.

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). When recording is part of a planned learning activity, students must carefully follow the instructions of staff about what is permitted to be recorded.
- 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 during the school day (08:25 to 14:50)

- If students need to contact parents or carers, they will do so on a school phone
- If parents or carers want to make contact with their child, this must be through the school office/relevant Year office.
- 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 lessons.
- 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.
- 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

- 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.

- Confiscated devices will be logged, with repeat offenders receiving an escalated sanction. This will require families to collect the items after the 3<sup>rd</sup> confiscation. Families will be warned of this possibility, as part of the second confiscation.
- Students must hand over any PMD if asked to by a member of staff. Refusal to co-operate will be managed as defiance and appropriate sanctions will be issued for this.