



# THE PARK COMMUNITY SCHOOL

## Personally Owned Devices Policy

### Policy Update

<b>Policy Lead Person:</b>	Headteacher
<b>Approved By:</b>	Local Governing Board
<b>Next Review Date Due:</b>	02/23

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

## **1. Purpose**

The widespread ownership of mobile phones/tablets and, increasingly, smart watches among young people requires that schools, teachers, students, and parents take steps to ensure that 'connected' devices and mobile phones are used responsibly at schools.

This Park Community School Policy is designed to ensure that potential issues involving mobile phones and devices can be clearly identified and addressed, ensuring the benefits that mobile phones and connected devices provide (such as increased safety) can continue to be enjoyed by our students.

This Policy also applies to students on school buses, during school excursions, residential activities and extra-curricular activities.

## **2. Rationale**

### **2.1. Personal Safety and Security**

The Park Community School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about students travelling alone on public transport or commuting long distances to School.

It is acknowledged that providing students with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently.

## **3. Responsibility**

It is the responsibility of students who bring mobile phones/tablets/smartwatches or other similar devices to School to abide by the guidelines outlined in this document. Parents should be aware if their child brings such a device into school this is at their risk and each student should comply with this policy.

## **4. Acceptable Use**

We seek to operate a common-sense approach to this policy. Staff will not 'seek' out personal devices unless their use or misuse has been brought to their attention.

**4.1** Mobile phones belonging to students should be switched off and kept out of sight during the school day (including Break and Lunch).

**4.2** For students in Year 11, selected staff in certain lessons may allow the use of mobile phones to support learning/coursework and revision. If this is the case a

clear instruction will be given by the teacher and a sign displayed to allow permission. Students should only use devices for the intended purpose and for explicit tasks. Any misuse of this trust will result in the normal sanctions being applied in line with our behaviour policy.

## **5. Unacceptable Uses**

### **The general rule is: “See it or hear it = lose it”**

Phones should not be used for any purposes, they should remain turned off or on bags.

- 5.1** Unless express permission is granted, mobile devices belonging to students in Years 7 to 11, should not be used to make calls, send SMS messages, access apps, use the internet, take photographs or videos during the school day, at any point on our campus or whilst representing the school on activities and trips, school lessons and other educational activities, such as assemblies.

Students should only use their mobile devices before or after school and **not** on the school premises.

- 5.2** It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the School Community, and/or to send the pictures to other students or upload for public viewing. This includes using mobile phones to photograph or film any member of the School Community without his/her consent.

Using mobile phones to bully and threaten other members of the School Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages, emails and other communications can be traced. Students using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the School to consider involving the police. This may apply even if the incidents occur out of school.

Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the School. Students must not use the photo or video capability on mobile phones which could bring the School's name into disrepute.

- 5.3** Mobile phones must not be taken into any exam situation. Any student found to be in possession of a mobile phone during an exam could be prevented from completing that and other public exams as a result.

**5.4** We acknowledge that smartwatches are now increasing in popularity. The school advises against bringing these items into school due to their cost. Similar to mobile phones if they are accessed in lessons or a student is seen using their smart device it will be confiscated. Clocks are available in every classroom and the school bells act as a reminder of movement time. If a student needs to access a watch to tell the time we suggest a cheap wrist watch should be worn rather than an expensive smartwatch.

## **6. Theft or Damage**

**6.1** Students take full responsibility for their devices if they bring them into school. The school cannot be responsible for theft or damage. Parents are advised to check their own insurance policies to ensure adequate coverage.

**6.2** To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not “advertise” that they have them.

**6.3** Mobile phones that are found in school and whose owner cannot be located should be handed in to Reception.

**6.4** The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

**6.5** The School accepts no responsibility for students who lose or have their mobile phones stolen or damaged travelling to and from school, during School trips, on residential activities and in extra-curricular time.

**6.6** It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

## **7 Sanctions**

**7.1** Students who infringe the rules set out in this document will face having their phones confiscated by staff, this is in line with the school behaviour policy. The mobile phones will be taken to a secure place within the School and parents/carers must be informed by their children. This can be facilitated by going to see their appropriate Head of House. Arrangements should then be made for the parents/carers to collect mobile phones from reception.

Procedures for confiscation: The member of staff who confiscates the phone should tell the student to inform home that only a parent/carer can collect the phone from Reception and also that this can only take place at the end of that school day at the earliest.

The member of staff who confiscates the phone should take it promptly to Reception, put the phone in an envelope, fill in the necessary information and hand the envelope to the Receptionist. The Receptionist will place the envelope in the School "safe". A parent/carer should collect the phone from School at the end of that day at the earliest, and sign for the phone acknowledging receipt. Reception will keep a log of phones confiscated by staff and also of subsequent collection by parents/carers.

Students who refuse to hand over their mobile phone will be placed into isolation until the end of the day, this may apply even if they hand over their phone whilst in isolation.

Students who continually breach this policy may face a 'mobile phone' ban where they are not allowed to bring a mobile device into school. Each decision will be made on a case by case basis, taking into account the nature of the incidents, refusals and any current concerns.

**7.2** Failure to heed the rules set out in this document may result in an incident being referred to the police for investigation. In such cases, the parent or carer would be notified. Regular breaches of this policy will lead to mobile phone/smartwatch bans for individual students.

**8. Network Access**

Students must not use devices to gain access to our network or wi-fi unless authorised to do so by a member of the Senior Leadership Team through the Network Manager; for example, to support a normal way of working for a student with a SEND.

**Student:**

I understand and will abide by the Personally owned devices policy and the Student/Parent – ICT Acceptable Use Agreement. I understand that should I commit any infringement, my access will be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student Name: \_\_\_\_\_

Device to be used: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent:**

As the parent of the above student I have read the Personally Owned Device Agreement and Student/Parent – ICT Acceptable Use Agreement. I understand that access to this privilege is for educational purposes only – I recognise that it is not possible for the school to be able to restrict access to all controversial materials that my child could access externally and bring into school and I will not hold The Park Community School responsible for materials acquired by the student, externally on the device.

I further understand that should my child infringe any school policy, their access will be revoked and school disciplinary action and/or appropriate legal action may be taken.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_