

## Pilot Policy for Responsible use of Personal Technology – Effective September 2011

Students must use devices etc considerately and responsibly at all times.

For the purpose of this policy, permitted digital devices include notebooks & laptops and any other similar electronic equipment including their data storage media.

Whilst the Governors give permission for permitted devices to be brought to the school, responsibility for the device rests with the student and the school will take no financial responsibility for loss. The school bears no responsibility for confiscated items.

**MP3 players, ipods and mobile phones are not permitted to be seen in school and may not be carried on a student's person. Any such devices must be switched off at all times.**

1. During lessons, permitted devices must be switched off and kept in bags out of sight unless instructed otherwise by the class teacher.

Staff will decide when it is appropriate to use permitted digital devices and will state this in their lessons. Refusal to comply with a teacher will result in the behaviour policy being applied.

2. Permitted digital devices may be used appropriately at social times. This does not include movement time between lessons, e.g. between lesson 1&2, 3&4 and 5&6

Appropriate use of permitted devices in the LRC are confined to learning purposes, with no sound at all times.

**If devices are used incorrectly, students will be challenged; devices will be confiscated, and passed to the Student Support Centre. Parents/carers will be asked to collect the device directly, or send their child with a letter for its return, which will be directly to the student after a period of 24 hours.**

**The school reserves the right to decide what is deemed as unacceptable use of any device.**

3. Students must ensure that files stored on devices do not contain violent, degrading, pornographic images or images of staff or other students taken without their permission. Use of a device for any negative purpose will not be accepted. The transmission of some information is a criminal offence.
4. Cyber-bullying is completely unacceptable and is taught as such during ICT and Citizenship lesson for all students. If proven this will result in the behaviour policy being invoked, permanent exclusion can result.

**Senior members of staff may need to view data stored on devices if there is due cause to suspect that these conditions have been broken. Students found to be responsible for an offence will have their device confiscated; it will be returned to their parent/carer, or passed to the Police.**

5. Digital devices must not be used by students to call emergency services or to contact parents/carers, when they are feeling unwell. If there is an incident which requires emergency services, students must speak to a member of staff who will deal with the matter following the normal school policy. All contact with parents/carers to arrange the collection of students from school must be made by staff in the normal way.

Parents/carers should not contact students during lessons. In an emergency parents/carers should phone Reception and a message will be taken to the student.

It is not appropriate for students to use devices to contact home regarding incidents that occur during the school day. Parents receiving such calls should allow time for details relating to any incidents to be gathered in the usual way and for a member of staff to contact them should this be necessary.

6. Digital devices, including mobile phones, cannot under any circumstances be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
7. Students need to acknowledge that it is a privilege to bring permitted digital devices to school and abuse of this policy may lead to a curtailment of this privilege.
8. Students who do not sign up to this policy are not permitted to bring any digital devices whatsoever into school. Consequences for failing to adhere to any part of this policy can include permanent exclusion from school.