Ormiston Academies Trust

Ormiston Chadwick Academy
Personal Electronic Devices Policy

Policy version control

Policy type	Mandatory OAT
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Approved by	Paula Arrowsmith October 2018
Release date	October 2018
Next release date	September 2020
Description of changes	5.3 added an option for 'mobile phones should remain out of sight' because many academies use this effectively.
	6.3 academy to add in what the academy procedures are.
	10.2 academy to add in the relevcant academy procedure
	10.6 added in that pupils will be reported to the revelant exam board as per JCQ requirements.

Contents:

1. Statement of intent

Ormiston Chadwick Academy accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security.

Mobile phones, digital music players and other personal electronic devices have become more widely available.

As a school, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety, whilst students may wish to bring additional devices to the academy for other reasons.

2. Key roles and responsibilities

2.1 The governing body has overall responsibility for the implementation of the personal electronic devices policy and procedures of Ormiston Chadwick Academy

2.2 The governing body has overall responsibility for ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

2.3 The principal has responsibility for handling complaints regarding this policy as outlined in the academy's Complaints Policy.

2.4 The principal will be responsible for the day-to-day implementation and management of the personal electronic devices policy and procedures of Ormiston Chadwick Academy

3. General property

3.1 Pupils are responsible for their own belongings.

3.2 Exercise books, planners, text books, electronic equipment, stationary and folders issued by Ormiston Chadwick Academy remain the property of the academy and should be treated as such.

3.3 Pupils are responsible for replacing lost or damaged academy property, including electronic devices.

4. Personal electronic devices

Personal electronic devices include, but are not limited to, existing and emerging:

4.1 Mobile communication systems and smart technologies (mobile phones, iPhones, Smartphones, internet-enabled phones, smart watches etc.).

4.2 Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)

4.3 Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).

4.4 Portable internet devices (mobile messengers, iPads, etc.).

4.5 Wireless handheld technologies or portable information technology systems (used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.).

4.6 Ormiston Chadwick Academy acknowledges the increasing use of mobile technology as part of the curriculum.

4.7 Parents/carers should be aware if their child takes a mobile phone or tablet to school.

4.8 Ormiston Chadwick Academy accepts no responsibility for replacing lost, stolen or damaged mobile devices either at the academy, or travelling to and from the academy.

5. Acceptable use

5.1 Mobile devices should be switched off and kept out of sight during classroom lessons, unless using the device as part of a lesson with the permission of their class teacher.

5.2 Mobile phones should only be used for voice calls with the expressed permission of their parents and teachers and for emergencies only.

5.3 (delete as needed) Outside lessons, pupils should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls. Outisde lessons, mobile phone should remain out of sight.

5.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the academy.

5.5 Pupils are responsible for protecting their own personal information including their phone number.

6. Unacceptable use

6.1 Unless expressed permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during lessons and other educational and pastoral activities.

6.2 Files should not be sent between mobile devices and Bluetooth and WIFI functions should be disabled while on academy premises.

6.3 If pupils fall ill during academy hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures which are to inform their class teacher or member of staff on duty, if over lunch or break. The member of staff will give them permission to go to First Aid where they will be assessed and if necessary parents/carers will be contacted by the Academy. A member of senior leadership will make the decision to allow the pupil to go home.

6.4 Under no circumstances should mobile devices be taken into examinations.

6.5 Under no circumstances should mobile devices be used in changing rooms or toilets.

6.6 Personal laptops, mobile phones or tablets must not be plugged in to outlets on the academy premises without the express permission of the principal and an up-to-date portable appliance test (PAT).

6.7 Pupils may use a portable flash drive to transfer academy work only.

7. Cyberbullying

7.1 At Ormiston Chadwick Academy, cyber bullying is taken seriously.

7.2 Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.

7.3 As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing and PSHE.

8. Spot checks

8.1 Any teacher or staff member may ask any pupil to show them what they are doing on their mobile phone or tablet at any time.

8.2 Any teacher or staff member may ask any pupil to give them their portable flash drive at any time.

8.3 Pupils are required to comply with any request to check their mobile phone, tablet or flash drive.

8.4 Pupils are required to comply with any request to disable the screen lock function of their phone and show any teacher or staff member what they are doing.

9. Accessing Data

9.1 Downloading and accessing inappropriate websites and data on academy personal electronic devices is strictly prohibited.

9.2 Using the personal data of any pupil or member of staff for non-work related activity is strictly prohibited.

9.3 More information about accessing data can be found in our Data Protection Policy.

10. Sanctions

10.1 Using a mobile device is a privilege which can be revoked at any time.

10.2 Any pupil caught breaking the Personal Electronic Devices Policy will have their mobile device confiscated by teacher and kept to the end of the lesson. Second confiscation will be until the end of the day and kept by the Main Office. Subsequent confiscations will be held in the Academy safe until a parent comes into collect.

10.3 Confiscated mobile devices will be locked away securely in the principal's office.

10.4 Confiscated mobile devices must be collected by the pupil's parent/carer.

10.5 Bullying via mobile device will be disciplined in line with Ormiston Chadwick Academy Anti-Bullying Policy.

10.6 Pupils caught taking mobile phones or tablets into examinations will be repprted to the relevant exam board and will be banned from bringing devices into the academy. Their device will be confiscated until the end of term.

11. Policy review

11.1 This policy is reviewed every two years by the ICT & Estates Manager.

11.2 The scheduled review date for this policy is August 2020.