



PERSONAL MOBILE DEVICES (PMD)

2019

Effective Date: January 2020

Last reviewed:

Reviewed by: Miss K Hayward

Next review date: January 2021

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

For students who bring PMDs into the school:

My responsibility

- I understand that the use of PMDs is covered by the School's ***Acceptable Use of ICT Policy*** which I have signed.
- I understand that I am responsible for any PMD I bring to school and the school accepts no liability for the loss, theft or damage of my device.
- I understand that all of these rules also apply during school trips, residential or extra-curricular activities.
- I understand that I 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).
- I understand that I am not allowed to store inappropriate images, video or sounds on my PMD.
- I understand that I should use a password or pin number to stop other people using my PMD.

Contact with home

- If I need to contact my parents or guardians, I will do so on a school phone, not my own device.
- I understand that my parents or guardians can only contact me during the school day through the school office.
- I understand that I am 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

- I understand that I will only be allowed to use my PMD during lessons or formal school time when given permission from a member of staff.
- I understand that at all other times in lessons or inside the school building my PMD must be switched off and kept out of sight.
- I understand that, unless permission is given by a member of staff, headphones are not allowed to be worn inside the school building and must be kept out of sight

Consequences

- I understand if I break the rules on PMDs, my device will be confiscated and will be held in a secure place in the school. In the first instance I will be allowed to collect the PMD at the end of the school day, if it is confiscated again my parents/guardians will be asked to pick it up from school.
- I understand that I must hand over any PMD if asked to by a member of staff.

Under the Government's 'Searching, screening and confiscation at school' guidance it now outlines clearly the statutory guidance for schools dealing with electronic devices. Which is outlined below and will be implemented by Sandy Secondary School if needed.

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the student has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

- *cause harm*
- *disrupt teaching*
- *break school rules*
- *commit an offence*
- *cause personal injury or*
- *damage property.*

Any data, files or images that are believed to be illegal must be passed to the police, as soon as practicable, including pornographic images of children, without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.

I, the undersigned, have read the rules and agree to abide by them.

Name:

Tutor Group:

Signed:

Date: