



ORMISTON
SIX VILLAGES
ACADEMY



OAT PERSONAL ELECTRONIC DEVICES POLICY

Approved by the LGB: July 2018
Date of next review: July 2019

Personal Electronic Devices Policy

Ormiston Academies Trust

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Ormiston Academies Trust

Personal Electronic Devices Policy

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Contents:

1. Statement of intent.....	Page 3
2. Key roles and responsibilities.....	Page 4
3. General property.....	Page 4
4. Personal electronic devices.....	Page 4
5. Acceptable use.....	Page 5
6. Unacceptable use.....	Page 5
7. Cyberbullying.....	Page 5
8. Spot checks.....	Page 5
9. Accessing data.....	Page 6
10. Sanctions.....	Page 6
11. Policy review.....	Page 6

Appendix 1: Pupil Personal Electronic Devices Agreement

Appendix 2: Parental Personal Electronic Devices Agreement

I. Statement of intent

Ormiston Six Villages 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.

This policy should be read in conjunction with the Mobile Phone Policy.

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 Six Villages 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 governing body has overall responsibility for reviewing the Personal Electronic Devices Policy every two years.
- 2.4 The Principal has responsibility for handling complaints regarding this policy as outlined in the academy's Complaints Policy.
- 2.5 The Principal will be responsible for the day-to-day implementation and management of the personal electronic devices policy and procedures of Ormiston Six Villages 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 Six Villages 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

- 4.1 Personal electronic devices include, but are not limited to, existing and emerging:
 - 4.2 Mobile communication systems and smart technologies (mobile phones, iPhones, Smartphones, internet-enabled phones, smart watches etc.).
 - 4.3 Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
 - 4.4 Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).
 - 4.5 Portable internet devices (mobile messengers, iPads, etc.).
 - 4.6 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.).
- 4.7 Ormiston Six Villages Academy acknowledges the increasing use of mobile technology as part of the modern life, but do not permit the use of personal electronic devices in lesson, or anywhere on the academy site.
- 4.8 Parents/carers should be aware if their child takes a mobile phone or tablet to school.
- 4.9 Ormiston Six Villages 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 at all times whilst on the academy site.
- 5.2 Should a student need to contact home, they may make use of the phone in the Director of Learning office.
- 5.3 Should a parent need to contact their child, they should contact the academy on **01243 546800**.

6. Unacceptable use

- 6.1 Unless express 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.
- 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 Six Villages 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, where necessary involving the police.
- 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, PSHE and through assemblies.

8. Spot checks

- 8.1 Any teacher or staff member may ask any pupil to hand in their mobile phone or tablet at any time, particularly if there is reason to believe the device has been used to commit a crime or create unrest at the academy.
- 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 Any pupil caught breaking the Personal Electronic Devices Policy or Mobile Phone Policy will have their mobile device confiscated until the end of the day, on the first occasion.

10.2 On the second and each subsequent occasion, the mobile phone will be retained until collected, by appointment, by a parent/carer.

10.3 Confiscated mobile devices will be locked away securely in the DoL office.

10.4 Bullying via mobile device will be disciplined in line with (Insert name of academy) Anti-Bullying Policy.

10.5 Pupils caught taking mobile phones or tablets into examinations will be banned from bringing devices into the academy and will have their device confiscated until the end of term.

11. Policy review

11.1 This policy is reviewed every year.

11.2 The scheduled review date for this policy is August 2018.

Appendix I: Pupil Personal Electronic Devices Agreement

Pupil Personal Electronic Devices Agreement

I, _____ understand that a personal electronic device is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

Signed by

Pupil	Date:
Parent/Carer	Date:
Class Teacher	Date:

Appendix 2: Parental Personal Electronic Devices Agreement

Parental Personal Electronic Devices Agreement

I, _____ recognise that (Insert name of academy) bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journey's to and from the academy. I agree to the terms of this policy and will discuss with them the responsibility of owning a personal electronic device with my child (name) _____. I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

Signed by

Parent/Carer	Date:
Class Teacher	Date: