

Ormiston Academies Trust

## Brownhills Ormiston Academy Personal Electronic Devices Policy

Policy Review – Two Years

Reviewed: September 2023

Next Review: September 2025

Policy Owner: Mr J McGlynn

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## 1. Statement of intent

Brownhills Ormiston 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 Brownhills Ormiston 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 Brownhills Ormiston Academy

## 3. General property

3.1 Pupils are responsible for their own belongings.

3.2 Exercise books, planners, text books, electronic equipment, stationery and folders issued by (insert name of 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 Brownhills Ormiston 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 Brownhills Ormiston 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 not be brought into school and the school accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school. Mobile phones and devices which are brought into school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of the day. Where parents or students need to contact each other during the school day, they should do so only through the School's telephone system (via Reception or Student Services) and not via student mobile phones.

5.2 Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents will normally be informed. If the action is repeated, flagrant or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Governing Body may be notified.

5.3 The School reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

- 5.4 If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately and pass the phone to Student Services for secure storage as soon as possible. Student Services will then send a text message to inform parents of the confiscation. A Brownhills SIMS record will be completed by the teacher who confiscated the phone, with full details of the confiscation. When a mobile phone is confiscated, it will be dealt with in the following way:
  - 1<sup>st</sup> occasion – 1 hour detention. Phone is returned to the student at the end of the day. For the following week, students are expected to hand in their phone to student services and collect it at the end of each day.
  - 2<sup>nd</sup> occasion – 1 hour detention - Phone is returned to the student at the end of the day. For the following two weeks, students are expected to hand in their phone to student services and collect it at the end of each day.
  - 3<sup>rd</sup> occasion - 1 day in inclusion – Parental meeting is arranged. Phone is returned to the student at the end of the day. For the following 6 weeks students are expected to hand in their phone to student services and collect it at the end of each day.

5.6 If a student refuses to hand over their mobile phone, the student will be placed into internal exclusion for two days and parents will be contacted. Parents will bring their child into school the next day for a meeting with a member of the Senior Leadership Team.

5.8 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 and contact their Head of Year or Student Services who will liaise with parents/carers.

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 Brownhills Ormiston 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 if the device is seen in school.

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 (see above section 5)

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 Brownhills Ormiston Academy Anti-Bullying Policy.

10.6 Pupils caught taking mobile phones, smart watches or tablets into examinations will be reported 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 vice principal

11.2 The scheduled review date for this policy is June 2022.