



Personal Device Policy

PERSONAL DIGITAL DEVICES POLICY

Personal/portable digital devices include, but are not limited to:

- Mobile phones
- Smart Watches
- iPads
- Digital Cameras
- Tablets and laptops

The increased ownership and use of such devices by our students requires that the leadership, teachers, students and parents take steps to ensure that these devices are used appropriately within the school environment. They are a useful and essential part of teaching but should be used responsibly and when appropriate.

The main concerns relating to the use of portable digital devices in the school environment include:

- Privacy, child and data protection issues.
- Storage and dissemination of unsuitable material via the device
- Loss, damage or theft of devices
- Inappropriate use of devices resulting in the negative impact on student social integration and the learning environment.

POLICY:

Students at Clever Fish may bring personal/ portable digital devices to school in accordance with the guidelines below. It is the responsibility of students who bring personal/ portable digital devices to school to read and adhere to the guidelines below. The decision to provide such a device for their child is made by parents or guardians and, as such, parents / guardians assume responsibility for allowing their child to bring the device to school. The school will not accept responsibility for the loss, damage or theft of a personal portable digital device.

GUIDELINES:

Students are required to mark all portable digital devices clearly with their names and use security PIN and password protection.

Students may use a portable device during a lesson if given express permission by the class teacher. After the completion of the lesson personal devices must be switched off and stored securely. Students are not allowed to use personal devices during breaks or lunchtimes unless express permission is given.

UNACCEPTABLE USE:

- Portable/personal devices must not be used to take images on campus without the direct permission and presence of a teacher.
- Smart watches should never receive messages or alerts at any time during the school day.
- Portable digital devices must never be used during the school day to **post any** information.
- It should be noted that it is a criminal offence to use a portable device to menace or harass another person. Hence students must not engage in personal attacks, send photographs or post private information about another person through any form of digital media at **any** time.

CONSEQUENCES:

- If a portable digital device is used without express permission, the device will be confiscated, and parents contacted where necessary. The school has the right to check the content stored on the device, if applicable.
- The confiscated device will be passed onto the Key Stage Coordinator to determine the length of time for confiscation, depending on the situation in which the item was confiscated and the student's compliance to the request of handing the item over. In general, the following durations of confiscation will be followed as a guideline, and parents informed of the item being confiscated.

1st incidence – 24hrs

2nd incidence – 3 days

3rd incidence – 1 week

4th incidence - until end of term and item is collected by a parent/guardian

- Unacceptable use of a portable digital device, as set out above, will be classified as a serious offence and will be subject to sanctions outlines in the Code of Conduct

PARENTAL SUPPORT:

- Parents must communicate with the school via the teachers for any student related messages during the school day.
- Students will be able to communicate via their portable devices with permission from the member of staff.
- Please support the school by informing your child/ren to **not** communicate via a portable/personal device during the school day but to communicate all information/messages via the school office.