

Cayman Prep & High School Device Policy

Years 7 –11



HIGH SCHOOL ACCEPTABLE USE OF PERSONAL DIGITAL DEVICES IN SCHOOL

Personal/portable digital devices are a part of everyday life. They include, but are not limited to:

- *Mobile phones (please read through the specific information concerning mobile phone use specifically)
- Smart watches
- iPads
- Digital Cameras
- Tablets and laptops (Laptops must only be used with permission from Learning Support, not applicable to Sixth Form students)

The increased ownership and use of such devices by our students require that the leadership, teachers, students, and parents take steps to ensure that these devices are used appropriately within the school environment.

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.

Cayman Prep and High School aims to provide a safe and stimulating learning environment for all students. The purpose of this policy is to ensure that portable digital devices are used appropriately and responsibly.

Students may only 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.

Key Stage 3

- For students in Years 7 – 9, all portable/personal devices must be switched off always during the school day from 7:30am to 3.30pm and must be stored in school bags or locked in their lockers.
- **Mobile phones** are not to be used or seen on the school premises. A student may use a mobile phone only after they have left the school site.

Key Stage 4

- For students in Years 10-11, personal/portable devices must be switched off always during the school day from 7:30am to 3:30pm and will need to be stored in school bags or locked in their lockers.
- **Mobile phones** are not to be used or seen on the school premises. A student may use a mobile phone only after they have left the school site.

Key Stage 5

- Students may use a portable device (not a mobile phone) 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. Sixth form students may use a portable device (**not a mobile phone**) in the canteen or during study periods if they are studying.
- **Mobile phones** are not to be used or seen on the school premises. A student may use a mobile phone **only** in the sixth form common room area (this includes the benches immediately outside the sixth form common room) or after they have left the school site. The same rule applies for earbuds and earphones.

Consequently, all students must report to the office if they wish to contact parents or guardians as mobile phones should not be seen on site at all. The office is staffed from 7am until 4pm.

UNACCEPTABLE USE:

- Portable/personal devices must not be used to take images on campus without the direct permission of a teacher.
- 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 inappropriately, or without express permission, the device will be confiscated, and parents/guardians contacted. The school reserves the right to check

the content stored on the device, if applicable. In the first instance, a member of staff will confiscate the device immediately upon sight as per the requirements outlined in the policy above. The incident will be recorded on the VLE with time, date and circumstance. Members of staff will email the tutor, cc'ing in the KSC for information. The tutor will then contact home outlining the time and date of confiscation, alongside the return date of the mobile phone.

Moreover, if an offence were to occur later in the week (e.g., Friday), and depending on the time frame required, then the mobile phone will remain on school site until the next working day.

Repeat incidence will result in the following lengths of confiscation:

- 1st incidence – 24 hours
- 2nd incidence – 3 Days
- 3rd incidence – 1 week
- 4th incidence – until the end of term and item is collected by a parent/ guardian.

PARENTAL SUPPORT:

- Parents, please communicate with the school via the school office for any student related messages during the school day.
- 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.
- Ensure your child/ children arrive at school in time to register and are collected before 4pm, unless involved in activities, clubs or fixtures.