

C.A.T PERSONAL MOBILE DEVICE POLICY	
To be read in conjunction with Acceptable Use of ICT	
Committee:	Teaching and Learning Committee
Approved and adopted by C.A.T:	22/03/2016
Date of next review:	3 years
Adopted by CamVC	13/06/2016
Responsible Officer:	P. Middleton/Sean Sumner
Version:	1

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

For pupils who bring PMDs into the college:

My responsibility

- I understand that the use of PMDs is covered by the CAT student **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 carers, I will do so on a school phone, not my own device.
- I understand that my parents or carers 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.

Break and lunch

- I understand that I am able to use my PMD to listen to music, and to play games of an appropriate nature, outside of the school building e.g. social areas at break and lunch times.

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 most cases I will be allowed to collect the PMD at the end of the college day.
- I understand that I must hand over any PMD if asked to by a member of staff.

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

Name:

Tutor Gp:

Signed:

Date: