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**The Cam Academy Trust**  
**PUPIL PERSONAL MOBILE DEVICE POLICY**

To be read in conjunction with the Pupil Acceptable Use of ICT Policy

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| <b>Approved and adopted by C.A.T:</b> | <b>22.03.2016</b>                          |
| <b>Date of next review:</b>           | <b>March 2020</b>                          |
|                                       | <b>Reviewed without changes March 2018</b> |
| <b>Responsible Officer:</b>           | <b>Trust I.T. Manager - P. Middleton</b>   |
| <b>Category – 2</b>                   | <b>Version – 1</b>                         |

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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 ***C.A.T. Pupil 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: