

C.A.T. FRAMEWORK FOR PERSONAL MOBILE DEVICE POLICIES	
To be read in conjunction with Acceptable Use of ICT	
Approved in consultation with the Curriculum and Standards Committee on behalf of the Trust Board:	8 th February 2022
To be reviewed	Every two years of as appropriate
Date of next review:	January 2024
Responsible Officer:	Director of Education – S. Sumner
Category B; Version 1	

The Cam Academy Trust recognises that personal communication through mobile technologies is an accepted part of everyday life for students, staff and parents/carers, but technologies need to be used safely and appropriately within our schools.

Personal Mobile Devices (PMD) include mobile phones, smart watches, tablets, iPods, MP3 players, and games consoles.

Any device that is part of a school-based 1:1 scheme will be covered by this framework, but not classified as a personal device as it is owned by the school until the lease has finished.

General Expectations

The use of PMDs will not be permitted in the Trust primary schools. Where PMDs are brought to school the must be handed in to the main reception or similar safe place, where they will be kept until the end of the day

Each secondary school in the Trust will have a policy for the use of personal mobile devices which must:

- Be developed in accordance with the law and other appropriate policies such as Pupil Discipline and Behaviour, Safeguarding and Child Protection and Pupil Acceptable use of IT, Remote Online Working Guidelines and Guidelines for Attending Live Sessions Students.
- State that the school accepts no responsibility for replacing lost, stolen or damaged mobile phones and accepts no responsibility for students who lose or have their PMDs stolen while travelling to and from school.
- State that the rules also apply during school trips, residential or extra- curricular activities.
- State that PMDs must not be used to
 - Record, take or share images, video and audio (unless using school devices, which includes devices that is part of a school-based 1:1 scheme, for educational purposes);
 - State that students must not store any images/video taken of others with their permission i.e., within lessons such as BTEC PE on any personal device. Any image/video taken on a personal device must be uploaded to OneDrive within the Trust Microsoft Office 365 platform and any copies on the personal mobile device must be deleted;

- o Store and/access inappropriate/undesirable imagery or material, including that which promotes pornography, violence or bullying of any description or which may be offensive, derogatory or otherwise contravene school Anti-Bullying, Pupil Discipline and Behaviour, Safeguarding and Child Protection and Pupil Acceptable use of IT policies;
- o Record, take or share any images, video and audio of other students or staff at school;
- o Send abusive or inappropriate messages or content.

Student use of Personal Mobile Devices

When any school is compiling their policy it would be good practice to consider the following areas:

- Explain how students will be educated regarding the safe and appropriate use of personal devices and mobile phones and how they will be made aware of boundaries and consequences.
- Give guidelines on how PMDs should access the internet via school Student Wi-Fi networks to ensure appropriate and relevant filtering is in place.
- Ensure that in secondary schools, students' personal mobile devices must be used in accordance with the stated school policy.
- Include guidance on how PMDs will not be used by students during lessons or formal educational time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- Give guidelines on how PMDs should not be used for home/student communication and outline alternative arrangements to enable this should it be needed.
- Give guidelines on how PMDs should be used for remote learning.
- Explain how the device may be confiscated especially if it is believed to be in contravention of the Pupil Discipline and Behaviour, Safeguarding and Child Protection and Pupil Acceptable use of IT policies.
- Make reference to guidance given by the DfE on "[Searching, screening and confiscation at school](#)".
- Explain the process for return of any confiscated device
- State that if there is suspicion that material on a student's PMD that may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.