

Newry High School



Electronic Device Policy

2021-22

Electronic Device Reasonable Use Policy

For the purpose of this policy, an electronic device is **any device** capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text, data, or recording sound. This includes mobile phones, smart watches, iPods, iPads and MP3 players.

At Newry High School we value the use of mobile technology and how this positively impacts on the lives and learning of our students. We appreciate the widespread ownership of electronic devices by our students and that parents/carers give their children these to protect them and support positive communication. This policy is designed to ensure that potential issues involving the use of electronic devices can be clearly identified and addressed. Moreover, we aim to ensure that their use does not negatively impact on learning or infringe our dedication to safeguarding our students.

At Newry High School, students are given the privilege to bring their electronic devices to school. This policy sets out the reasonable use of electronic devices and where they are not permitted for use. It is the responsibility of the students to choose to abide by this guidance and be fully aware of the consequences of misuse.

If students do not choose to adhere to the following measures regarding electronic devices this will be deemed as misuse:

- Students should have their electronic devices **switched off and in their school bag** during all lessons, while moving between lessons and assemblies.
- Electronic devices are **not permitted** in the school canteen.
- At no time, may electronic devices be used in the changing rooms or toilets, to include off site facilities.
- At no time are electronic devices to be used to take recordings or photos of any students or school staff. Neither should they be misused in any way to upset or cause harm to others.
- Uploading of photos or recordings of staff or students, without consent, is forbidden.
- The use of social media while on school site is not permitted.
- Unless permission is given by a member of staff, electronic devices belonging to a student, should not be used to contact home. Students should make contact through the school office.
- Students who are in Supervised Support, must hand their electronic devices to the school office, to be stored in the safe, until the end of the school day.
- No electronic device is permitted in an exam hall during an external exam. Neither are they to be used during internal exams or assessments. Any student found cheating in exams or assessments will face disciplinary action as sanctioned by the Principal and/or the examination board.

Consequences

If a student chooses to disregard the expectations and is found using an electronic device when not permitted the following consequences will be applied:

- In a lesson, students will be issued with a warning to ensure their electronic device is off and in their bags. If students do not take this **CHANCE** the electronic device will be confiscated.
- **First Consequence** – (1st confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The student may collect the device at the end of the school day. A record of this infringement will be kept, and parent/carer informed.
- **Second Consequence** – (2nd confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The student will be permitted to collect the device at the end of the school day, **only if** their parent/carer has given permission. Without permission, the student's electronic device will be held in the school office and **not returned** until permission can be reasonably sought. An after school detention will be issued to the student. The Head of Year may want to discuss, or meet, with the parent/carer. A letter will be sent home outlining the concern and further sanctions should this infringement be further repeated.
- **Third consequence** – (3rd confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The parent/carer will be contacted, and the student will **not be permitted** to collect the device without their parent/carer present. The parent will be required to meet with a member of Senior Leadership Team (SLT) before the electronic device is returned. Until this meeting takes place, the electronic device **will not be returned**. An extended after school detention will be issued.
- After the third consequence the school **will withdraw** the agreement to allow the student to bring their electronic device on site.
- If a parent/carer wants to discuss the confiscation they should contact the relevant Head of Year, or a member of the Senior Leadership Team. Office staff will not be able to provide any detail of the confiscation. Their role is to inform parents of the confiscation and to gain permission for return/arrange a meeting with SLT.
- **Refusal** – Students who choose to refuse to hand over their electronic device, when requested, will result in an escalation of consequences and the withdrawal of the agreement to allow their electronic device on the school site.

- **Other misuse** of an electronic device may result in detention, Supervised Support or a suspension/expulsion being issued. Depending on the severity of the misuse, the PSNI may be informed. Students using an electronic device to bully other students, will face disciplinary action in accordance to our Anti-Bullying and Positive Behaviour Policy.

The school reserves the right to request that the electronic device be checked by a member of staff, if it is believed the device has been misused.

When Electronic Devices May Be Used.

Students **may** possess and use electronic devices as follows:

- Students may use electronic devices appropriately before registration, at the end of the school day and during breaks.
- Students may carry or possess electronic devices on a school sponsored activity. They should remain off and in bags. Allowable use will be at the discretion of the member of staff.
- Students may be permitted to use their electronic device during a lesson to aid learning at the permission of the member of staff. Not having an electronic device in school, will not however, disadvantage learning in any way.
- Sixth Form students are permitted to use their electronic devices to support their learning, their use should be at the discretion of the member of staff. If being used in Private Study, this should only be to support learning.

Electronic devices are brought to school at the student's risk, the school will not be held responsible for damage, loss or theft of such items.