**Newry High School**



**Electronic Device Policy (Draft)**

| Title  | Electronic Device Policy |
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| **Summary**  | This policy sets out your commitment and approach to the reasonable use of electronic devices |
| **Purpose**  | To ensure that all stakeholders are aware of this policy and its application in relation to electronic devices for pupils and staff |
| **Operational Date**  | January 2025 |
| **Frequency of Review**  | Every 3 Years  |
| **Date last Reviewed and Approved by Board of Governors**  |  |

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, iPods, iPads, laptops, MP3 players, etc.

At Newry High School we value the use of mobile technology and how this can positively impact 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.

This policy sets out the reasonable use of electronic devices and where they are not permitted for use. At Newry High School, students are given the privilege to bring their electronic devices to school, however, they are not permitted to use them in school. It is the responsibility of the students to choose to abide by this guidance and be fully aware of the consequences of any 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** whilst in school. This includes during all lessons, moving between lessons along with during break and lunch.
* At no time, may electronic devices be used in any 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 strictly forbidden.
* The use of social media while on school site is not permitted.
* Electronic devices belonging to a student, should not be used to contact home. Students should only make contact home through the school office.
* Students who are in Supervised Support, must hand over their electronic device, 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 or internal exam, including all school assessments. Any student found cheating in exams or assessments will face disciplinary action as sanctioned by the principal and/or the examination board.

**Consequences of Misuse**

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.
* Out of lessons, if a child has an electronic device out of their school bags without the permission of a staff member, the device should 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 behaviour point will be administered (Mobile 1), 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 and a behaviour point administered (Mobile 2). 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 after-school detention will be issued, and behaviour point administered (Mobile 3).
* After the third consequence the school **will withdraw** the agreement to allow the student to bring their electronic device on site. The length of this withdrawal will be at the discretion of the school. Any pupil caught with an electronic device whilst being banned the incident will be brought to the attention of the Principal/Vice-Principal for an escalated consequence.
* 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 to hand over an electronic device** – students who choose to refuse to hand over their electronic device when requested, will see an escalation of consequences. On a child’s first refusal to hand over a mobile device, the incident will be forwarded to the Tutor / Head of Year who will then place the student in Supervised Support (minimum of 4 periods). Parents will also be informed that their child has refused to hand over their electronic device. The pupil will have to hand over their electronic device per normal consequence of misuse of electronic device and supervised support procedures.
* If the pupil continues not to hand over their electronic device, the situation will be escalated up to the attention of the SLT.
* If a child refuses to hand over their phone on a second occasion. The child will be placed in Supervised Support for an extended period and a parental meeting set up to discuss with the Tutor/HOY or member of SLT.
* A third refusal to hand over an electronic device will see an internal / external suspension and subsequent post-suspension parental/guardian meeting. Any further refusals after this will see an extended internal / external suspension period.
* **Other misuses** of an electronic device may result in detention, Supervised Support or a suspension/expulsion being issued depending on the severity of the misuse. Students using an electronic device to bully other students, will face disciplinary action in accordance with 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 be permitted to use their electronic device during a lesson to aid learning with the permission of the member of staff. Not having an electronic device in school, will not however, disadvantage learning in any way.
* For the purposes of communicating home, pupils may use their mobile phones after school when outside the school building.
* In some circumstances, some pupils may be permitted to use an electronic device while on school premises (E.g.- pupils who need their mobile phone for medical purposes). A list of pupils who are permitted to use their mobile phones on school premises will be placed on Staff Resources.
* Students may carry or possess electronic devices while on a school sponsored activity and/or trip. These devices should remain turned off and in school bags as per normal school rules.
* Sixth Form students are permitted to use laptops and Chromebooks whilst working in Private Study and study rooms. Use of mobile phones and other similar electronic devices are not permitted without the permission of the teacher and should only be used to support learning.
* Sixth Form pupils are permitted to use mobile devices for recreational purposes whilst in the Sixth Form Centre. However, no pictures or videos should be taken or posts uploaded to any social media site.

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