



**PERSONAL PORTABLE DEVICES (Phone, tablet, iPad, Smart Watch, Laptop etc.)**  
**USAGE CONTRACT**

**1 Usage:**

1.1 It is the expectation that personal devices (particularly mobiles, ear pods and smart phones) will be out of sight during the school day.

1.2 Personal portable devices may only be used inside classrooms with the express permission of the member of staff in charge of the activity for which the device is required. Should an activity need internet access, the school will provide (where necessary) an appropriate device for students (e.g. the lesson will be held in a designated IT room or a chromebook will be issued for the lesson).

1.3 School trips are considered to be lesson time and use of portable devices usage will be at the discretion of the teacher in charge.

1.4 Portable devices (including smart watches) are never allowed in examination rooms, even if turned off and in a bag. (These are National Examination Board rules. Any breach of these rules will be reported to the examination board and could jeopardize a student's formal exam results).

1.5 It is not acceptable to use a portable device in place of a calculator at any time.

1.6 A portable device may only be brought to school if this contract is completed and signed.

**1 Responsibility:**

2.1 The portable device is solely the responsibility of the student at all times and the school accepts no responsibility for loss or damage of such items. Students are discouraged from bringing expensive items into school (e.g. iPhones, Smart watches etc.).

2.2 Parents are encouraged to have a discussion with their son or daughter about the importance of remaining alert on the journey to and from school. Expensive phones are a known target for criminals and may also distract students from paying attention when crossing the road.

**2 Sanctions:**

3.1 Any breach in the agreed rules will result in the confiscation of the portable device and a C3 detention in the first instance.

3.2 Confiscated portable devices will be taken to Student Services by the teacher who confiscates them. Student Services will log and secure any confiscated phone, watch or other device.

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Headteacher

3.3 The portable device will be returned to the owner at the end of the school day provided this document has been completed and signed.

3.4 Following a second offence a further C3 detention will be issued and the portable device must be collected by the Parent / Carer.

**I / we agree to the policy on portable device usage within school:**

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Student)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer)                      Date: \_\_\_\_\_