

Unity Academy

Portable Digital Devices Policy

Policy and procedures for student use of portable digital devices (including but not limited to mobile phones and smart technology devices and resources)

Statement of Policy

Mobile phones and other portable digital devices must not be used by students on the Unity site between 8.15a.m. and 3.15p.m.

Review date: May 2026

1. Portable digital devices, including mobile phones and/or personal headphones are not allowed to be used by students in any part of school between 8.15a.m. and 3.15 p.m.
2. If parents/carers need to make emergency contact with students during the day, this should only be done by contacting School Reception (01253 355493).
3. If portable digital devices, including mobile phones **and/or personal headphones** are visible they will be confiscated until the end of the school day to be collected from Impact by the student owner following the first breach of this rule and by a parent/carer thereafter.
4. If these rules are and/or confiscation requests are not complied with, sanctions will be escalated
5. The school will accept no responsibility for mobile phones, headphones, or any other device lost, confiscated, stolen or damaged in any way.
6. School staff have a legal right to search devices for electronic content if they suspect that it has been used to cause harm, break school rules or disrupt learning.
7. With regard to information held on portable digital devices, in certain cases staff have the right to delete, have removed or may be obliged to pass data/files to the Police. Where a criminal offence is suspected the Police will be informed.
8. Common sense adherence to this rule will avoid the need for confiscation

Pictures, Filming and Audio Recording

1. Unity Academy explicitly forbids students to use Portable Digital Devices to take, store and/or share pictures, video or audio record classes, classrooms, teachers or other students unless as an agreed and planned aspect of learning for which appropriate permission has been secured. Child Protection legislation prohibits the taking, storing, uploading and/or broadcast of photographic images without parental or personal permission.
2. In the event of students not complying with these rules or school policy, portable digital devices may be confiscated on a temporary or permanent basis. Such portable digital devices will remain the property of the student and will not be released until parents have been notified and any offending material removed.
3. Inappropriate images may be removed by the school or the individual owner if these images are not deemed acceptable or are inappropriate. It will be the school's decision on what is inappropriate or unacceptable and whether or not Police need to be informed.
4. It is illegal to store on an electronic device or share with others images and/or content which is deemed offensive, racist, homophobic, of a sexually explicit nature or which incites violence. All such incidents will be reported to the Police.

Social Networking

1. Students are reminded that all members of the school community should treat each other with respect within and outside school including when using electronic communication and/or social networking as per the academy's positive behavior expectations.
2. As with all types of bullying, the school will take seriously and address incidents of cyber bullying between members of the school community, including where this occurs beyond school premises. In such cases, parents, the Police and/or other relevant agencies will be informed.