



# Montgomery High School

## Portable Digital Device Policy

Approved by the Academic Standards Committee under the powers delegated  
by the Governing Body 29/01/14

Review Period 3 years

In the interests of safety and to enable communication with parents/carers, students may bring Portable Digital Devices into school.

1. Portable Digital Devices must remain switched off (not in silent mode):
  - a) During lessons/in classrooms
  - b) In corridorsunless in use as part of agreed learning activity
2. If parents need to contact students during the day, this should only be done by contacting School Reception (01253 356271) rather than via personal Portable Digital Devices.
3. Unless in an emergency, contact between home and school should also be conducted via School Reception rather than a student's Portable Digital Device. This will enable the most effective response. School staff will not be able to enter into dialogue with parents via students' Portable Digital Devices in the normal course of events.
4. It is not appropriate for students to make or receive telephone calls or messages of any kind during lesson changeovers, particularly in the interests of safety, where they may cause problems for other students by not concentrating on where they are walking. It may also cause lateness for lessons, which is unacceptable.
5. Montgomery High School explicitly forbids students to use Portable Digital Devices to 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 of photo images without parental or personal permission. 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, but will not be released until parents have been notified and any offending material removed.
6. 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. On rare occasions concerning inappropriate images or communication that constitutes serious bullying, racist or homophobic and/or illegal material of any kind it could be necessary for the school to work with the community police officer.
7. Persistent offenders may be banned from having a Portable Digital Device on school premises.
8. The school will accept no responsibility for mobile phones, headphones, or any other device lost, confiscated or stolen or damaged in any way.
9. Portable Digital Devices are banned from all public and school examination rooms under criteria laid down by Examination Boards (attached). Therefore, the school recommends that such devices are not brought onto the premises on examination days, but if they are they must be handed in to the member of staff charged with collection of Portable Digital Devices.
10. Personal Headphones are not allowed in school.
11. Portable Digital Device should only be visible in classrooms when directly in use as part of an agreed learning activity and not to disrupt learning in any way.
12. Common sense adherence to the rules will avoid the need for confiscation.
13. If rules are and/or the request to put the Portable Digital Device away are not complied with the Portable Digital Device may be confiscated to safe storage to be

collected at the end of the school day by the student owner, as defined by the confiscating member of staff.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**NO MOBILE PHONES, IPODS,  
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN  
ELECTRONIC  
COMMUNICATION/STORAGE  
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

**DISQUALIFICATION**

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

This poster must be displayed in a prominent place both inside and outside each examination room.



# **Portable Digital Devices**

**Remember the rules – don't be distracted**



## **To Avoid Distraction**

Mobile phones and other products with an electronic communication/storage capacity or digital facility must not be used during lessons unless as part of planned and directed learning activity

## **To Avoid Temptation**

Hand your device to your teacher and collect it at the end of the lesson



Equality and Diversity Impact Assessment

<b>Date: 13/12/13</b>	<b>Policy/Activity: Portable Digital Device Policy</b>	<b>Assessor: HT</b>
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	<b>Disability</b>	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs			
	Young carer/carer			
2	<b>Gender</b>			
	Females/Males			
3	<b>Sexual Orientation</b>			
	Example: Gay, Lesbian			
4	<b>Gender Reassignment</b>			
	Gender Reassignment			
5	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc			
6	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
7	<b>Marriage/Civil Partnership</b>			
	Marriage/Civil Partnership			
8	<b>Religion or Beliefs</b>			
	Example: Jewish, Muslim, Christian etc			
9	<b>Age</b>			
	Age			