

## RSD digital devices policy (inc mobile phones)

1. Pupils may bring a digital device# or mobile phone to school but these must be made inactive and put away **during** the school day. Any use of a device during the school day will be considered intentional and disruptive to the normal operation of the school and point 6 will apply. The school day includes:
  - (a) From 8.45 am through to 3.35 pm
  - (b) after school when involved in a school activity
  - (c) during break and lunch time\*
  - (d) during class time, unless their use is explicitly authorised by a teacher to aid learning
  - (e) school trips (unless permission has been granted by the teacher in charge) when the device must be used in line with this policy and the school rules.
2. A pupil may access his/her mobile device **outside** the school day to check personal messages. This must be done in a quiet and unobtrusive manner in line with the expectations set out in points 3 - 9 below.
3. It is the pupil's responsibility to ensure that his/her device does not cause disruption to the school day in any way.
4. If a pupil's device causes disruption to the school day unintentionally then the device must be switched off immediately and handed to the teacher. A warning will be given to the pupil and recorded and the Head of Year notified. The device will be returned to the pupil at the end of the lesson.
5. A second such disruption will result in the confiscation of the device for the day. A warning will be given to the pupil and recorded and the Head of Year notified. Any device confiscated will be kept at the Reception Office until the end of the school day and may only be collected by the pupil.
6. A third such disruption will result in the confiscation of the device for the day. The Head of Year will be informed and a detention issued to the pupil. Any device confiscated will be kept at the Reception Office until the end of the school day and may only be collected by the pupil.
7. If a pupil intentionally uses his/her device and/or causes disruption **at any time** then the procedure outlined in point 6 will apply.
8. A pupil using a device in a manner liable to harass, insult or attack any member of the school community will face sanctions as set out in the School Discipline Policy. Such information may also be passed to the PSNI.
9. The School does not accept responsibility for the loss of a device or damage caused to a device.
10. Digital devices must not be brought to examinations of any kind, including: public examinations such as GCSE, AS and A2; school examinations; and controlled assessment and similar sessions.

# A digital device includes mobile phones and any device capable of performing similar operations such as an MP3/4 or iPod but not including tablets or laptops. Pupils in Y13-14 may bring a tablet or laptop to school for work purposes only and in accordance with the RSD 'Bring Your Own Device' (BYOD) policy.

\* Sixth Formers may use devices within the Sixth Form Centre social areas during break, lunch and "free" periods only and in accordance with points 2-10 above. In particular, Sixth Formers must not use a digital device to take photographs or video in the Sixth Form Centre.