

# Sir Roger Manwood's School



## SRMS Electronic Devices Policy

**Date of Approval: September 2026**

**Next Review: September 2027**

## **Rationale**

Personal communication through mobile electronic devices and technologies is a part of everyday life, but such devices need to be used safely, positively and responsibly. Sir Roger Manwood's School's Electronic Devices Policy seeks to balance these priorities, to safeguard our students, maximise their focus on learning and best enable their personal development.

Any reference to student electronic devices includes: smart phones, other non smart mobile phones, earphones, ipads, ipods, smart watches, tablets or any similar device that uses the same technologies.

## **Purpose**

This is a measure to support the well-being, social skills, academic performance and behaviour of our students. As a school we are aware that students:

- display worrying addictive/attachment behaviour to their electronic devices;
- are increasingly distracted by social media and mobile communications;
- are susceptible to harm through cyber bullying;
- are damaging their own social development through over-reliance on their electronic devices rather than simply conversing with their friends

Through taking this stance, we are giving the students respite from their electronic devices, which we trust will have numerous benefits, including fostering personal development and helping students to concentrate fully on their learning without distraction.

## **Implementation**

Key Stage 3 and Key Stage 4 students will not be allowed to use their electronic devices in school at all during the school day, including lunchtimes or break times.

The Electronic Devices Policy also applies to students during twilight lessons, after school clubs, school excursions, camps and extra-curricular activities, both on the school site and off site unless permission is given by the member of staff in charge. During extended or residential trips students may have restricted access to their phones at the discretion of the lead teacher.

Key Stage 3 and Key Stage 4 students are not permitted to access electronic devices from their arrival on school premises until the end of their school day, when they have left the school premises. Any mobile or electronic device that is brought into school must be switched off and kept out of sight in a school bag. Such devices must not be kept in the students' pockets nor on their person. If devices are seen by members of staff, they will be subject to confiscation.

Electronic devices are banned from all exams, other than in circumstances where specific access arrangements have been agreed (for example the word processing of an exam). Any student found in possession of a prohibited device during an exam will have their paper disqualified. Such an incident may result in all other exam papers being disqualified.

## **Liability**

Parents/carers should be aware that, if their child takes an electronic device to school, it is assumed household insurance will provide the required cover in the event of loss or damage.

The school will not accept responsibility for any loss, damage or costs incurred due to its use. The school accepts no responsibility for students who lose or have their electronic devices stolen while travelling to and from school.

## **Safeguarding**

During the school day if a student needs to contact their parent/carer they should report to the Main School Office, who will help where appropriate.

Parents/carers are reminded that in cases of emergency, the school office is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through the school office reduces the likelihood of disrupting lessons inadvertently.

If a student needs their electronic device to travel to and from school for safeguarding reasons then it is the parents' responsibility to ensure that their child fully understands the importance of following the rules, thus avoiding the confiscation of their device. If a student's electronic device is confiscated the school is not responsible for any related safeguarding issues.

## **Sanctions**

If a student breaches the Electronic Devices Policy, they will have their device confiscated on the first occasion until the end of the school day, at which point they will be able to collect it from Reception. On the second occasion, the device will be confiscated for a period of 24 hours after which time parents are invited to collect them during normal, school office hours only (8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on a Friday during term time). Where possible, if a device is to be confiscated overnight, we will contact parents/carers prior to the end of the school day. We will not return electronic devices directly to the students unless we have a written request to do so from the student's parent, in which case the device will be returned to the student after an extended period of 48 hours. Should the period of confiscation end over the weekend the device will be returned on the first working day back.

Parents/carers unable to collect the device may nominate another adult to collect the phone on their behalf. Parents wishing to do this will need to contact the school office. They will be asked to provide details of the nominated adult, so the school office can establish the identity of the individual, prior to the electronic device being returned. Thus, office staff will require the production of an accepted form of ID by the nominated adult.

Students caught with their electronic devices in school will be expected to hand it to a member of staff when requested. Those who do not to hand over their device can expect a sanction for their refusal to follow instructions and defiance. This sanction will be in line with the school's behaviour policy.

Recidivists will be referred to the Head of School, who will determine next steps.

## **Acceptable Uses**

Students who have formally approved access arrangements may bring their laptops into school for the purpose of completing school work. It is the parent/carer's responsibility to understand the capabilities of the machine and to ensure that it is not misused. If these devices are misused, sanctions will apply. Students must password protect the device and not share it with other students.

The school recognises that Sixth Form students, who are developing into young adults, should be allowed to responsibly use their electronic devices. Sixth form students may only use their devices in the supervised setting of the Grange Sixth Form Centre and will be encouraged to restrict this usage to school work related purposes. Outside the Grange Sixth Form Centre, the same restrictions apply to sixth formers as to the rest of the school.

Parents/carers should contact the school to discuss instances where a pupil requires an electronic device to support a medical need (such as diabetes).

## **Unacceptable Uses**

A reminder for students when not on school premises:

Using electronic devices to bully or threaten other students is unacceptable. Cyber bullying will not be tolerated. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether consent has been given. Should a student be misusing technology in such a way out of school, it may be the case that the school's behaviour policy will be activated. In some cases, such behaviour could constitute criminal behaviour and the school may file a police report.

It is forbidden for a student, or students within a joint endeavour, to target a fellow student, individual or member of staff or to use their electronic device to take videos/images of an individual in order to humiliate, shame or mock. Sharing, sending or uploading images/videos to other students or individuals, or making them publicly available is strictly prohibited. The school behaviour policy may be applied should a student be misusing electronic devices in such a way out of school. In some cases, it can constitute criminal behaviour and may lead to the school filing a police report.

Unacceptable use of electronic devices also includes using a device to photograph or film any student, individual or member of staff without their consent. It is a criminal offence to use an electronic device to menace, harass or offend another person and almost all calls, text messages and emails can be traced by the police should they decide to undertake an investigation.

It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens, the student will be asked and expected to delete those images, their electronic device will be confiscated and the school behaviour policy will be activated.