

Dunottar School

Mobile Phone and Bring Your Own Device (BYOD) Policy



1. Table of Contents

1. Table of Contents	2
1. About this Policy.....	1
2. Age-appropriate access to personal mobile devices	1
3. Arrangements for non-standard arrival or departure times	2
4. Personal mobile devices and Public Examinations	2
5. The use of personal mobile devices on School trips.....	2
6. Scope and Purpose of the Policy.....	3
7. Policy Terms	3
8. Sanctions for misuse	5



1. About this Policy

As with all of a pupil's personal belongings, it is the pupil's responsibility to ensure that a personal mobile device is protected from loss, theft, or damage. In order to ensure age-appropriate use of personal mobile devices, we operate a staggered approach to access to personal mobile devices as detailed later in this policy. Where pupils are permitted to keep a personal mobile device on their person, we strongly recommend that it be stored in a locked locker and only be retrieved from the locker at the end of the school day. In either case, it must be switched off unless in use in one of the permitted times and areas.

2. Age-appropriate access to personal mobile devices

Dunottar School allows pupils greater access to their personal mobile devices as they move up the school. This is to ensure that the negative effects of personal mobile devices in school are mitigated for younger pupils, whilst allowing older pupils the opportunity to learn how to effectively manage their personal mobile device use. The procedures for different age groups are as follows:

Years 7 to 11:

- At 8:25am, at the start of registration, the form teacher will ask every pupil to switch their personal mobile device off and put it in their form box.
 - The box is taken to Reception, where it is safely stored, and personal mobile devices cannot be accessed by pupils.
- 2.1 At 3:50pm, the form box is collected, and personal mobile devices are returned to pupils. They should not be used until after a pupil leaves the school site from 4pm.
 - 2.2 If a pupil needs to contact a parent/carer during school hours, they can go to the main school Reception or Head of Year office and ask to use the phone there.
 - 2.3 On the games afternoon for a given year group, due to the variety of sites and the fact that pupils do not return to school from those venues, personal mobile devices for that year group are returned to pupils at the afternoon games registration. These are to remain switched off in bags until after the end of the school day. Any pupil seen using their personal mobile device during the games session or in the bus to the venue can expect to receive a Head of Year detention.

Sixth Form:

- Pupils are allowed to keep their personal mobile devices on their person or in their bag or locker.
- Personal mobile devices are not to be used during lessons or other timetabled activities and must remain switched off. If a device is found to be on (for example it rings) or is being used during lesson time, this would normally result in a Head of Year detention.
- Personal mobile devices may be used at morning break and at lunch time in the Sixth Form Centre only. Sixth Formers should model positive habits and not use their personal mobile devices in any other part of the school.

3. Arrangements for non-standard arrival or departure times

Where pupils arrive in school early (for example for a morning sports session), they will bring their personal mobile device, as they would if they were arriving at the usual time. However, the personal mobile device should be securely stored in their locker until morning registration, when they hand in their device to the form box at 8:25am.

Where pupils arrive in school late (for example due to a medical appointment), they are required to sign in at Reception. At that time, they should also hand in their personal mobile device to the Reception staff, who will put it in their form box for safe keeping.

If a pupil needs to leave school early (for example due to illness), they are required to sign out at Reception. At that time, they will be permitted to collect their personal mobile device from the form box by the Reception staff.

4. Personal mobile devices and Public Examinations

In accordance with JCQ policy, pupils may not take personal mobile devices into public examinations. A procedure is provided by the Examinations Officer to ensure that personal mobile devices are stored securely during examinations and there can be no accusation of misconduct. The procedure is as follows:

- Pupils are given the option of putting their personal mobile device into the plastic box upon entering the exam room. The device must be switched off.
- The plastic box is kept securely by the invigilators (for examinations with large numbers of candidates there may be several boxes). Depending on the exam room location, this may be inside the exam room or in a nearby lockable area.
- At the end of the examination, pupils are responsible for collecting their personal mobile devices from the box under the supervision of the invigilators.
- In rare circumstances there may be a medical reason for a pupil to require their personal mobile device in the exam room (e.g. to monitor blood sugar levels for diabetic pupils). The exams officer notifies the exam board in advance of examinations commencing if this is required.
- Breaches of the personal mobile device regulations will be reported to the exam boards and sanctions may include loss of marks for that paper or disqualification from all exams that season.

5. The use of personal mobile devices on School trips

At Dunottar School pupils have many opportunities to participate in trips which are planned to enhance their learning and development. Whilst we recognise that parents/carers may wish pupils to carry a mobile phone or digital device during a trip, it is important that the trip pupils' attention should be on the activity taking place at the time. How this is achieved with relation to personal mobile devices varies from trip to trip, depending on the nature of the activity and the length of time away from home. Many staff require mobile phones or digital devices to be switched off during trips and only permit them to be switched on when pupils arrive back at School. Other trip leaders allow pupils to use their devices during

the journey home to notify parents/carers of an estimated time of arrival. On residential trips, staff may permit pupils to use their personal mobile devices to contact parents/carers during evening free time. Pupils should listen to instructions from staff organising their trip and follow any procedures laid down for the use of personal mobile devices. Failure to comply with procedures will result in the usual school sanctions. For residential trips, a meeting for parents/carers is held prior to the trip departing, and the procedures which will be applied to the use of personal mobile devices on the trip will be covered at this meeting.

For most trips, trip leaders will book a school mobile phone for which the number can be shared with parents/carers. This can be used in the rare case of an emergency at home where a pupil needs to be contacted by parents/carers. Communication can also be made with staff accompanying the trip, who will liaise with parents/carers if required.

6. Scope and Purpose of the Policy

This policy applies to pupils who use their own personal mobile device including any accompanying software or hardware for educational purposes. It applies to use of the device both inside and outside of school hours whilst on the school site.

This policy applies to all devices used to our access the school's IT resources and systems. This may include but is not limited to smartphones, PDAs, tablets, laptops or notebook computers.

When you access school systems using a device, the school is exposed to a number of risks including the threat of malware which could result in damage to school systems.

Some devices may not have the capability to connect to school systems. The school is not under any obligation to modify its systems or otherwise assist pupils in connecting to those systems.

The school takes no responsibility for the security, safety, theft or insurance of any device used within the school premises that is not the property of the school.

7. Policy Terms

Use of personal mobile devices is at the discretion of the school and should not be seen as a right. Pupils' own devices can be used in the classroom at the discretion of school staff.

All personal mobile devices should only link up with the internet via the school's Wi-Fi network using the pupil's unique user credentials. This access is logged and filtered appropriately. Monitoring of internet activity is conducted in accordance with the Pupil IT Acceptable Use Policy and the School's Data Protection Policy. The primary purpose of the use of personal devices at school is educational and to assist with teaching and learning. They should in no way cause a distraction to other pupils or staff.

Playing games during lessons or other non-schoolwork related activities are not permitted.

Pupils should ensure they have up to date antivirus software installed and have installed their operating system's latest security patches before connecting their device to the schools Wi-Fi.

When not on their person, pupils should ensure that personal devices are securely locked in their locker. For the avoidance of doubt: pupils in Years 7–11 are not permitted to use personal mobile devices in lessons. Sixth Form pupils may only use devices in lessons at the explicit invitation of teaching staff.

Before chargers may be used in school, they must be PAT tested by the school's Estates/IT team. Pupils may bring chargers to the IT office for testing.

To access the internet using the schools Wi-Fi it will be necessary to install some certificate files onto the device. This allows the school to monitor internet access only whilst you are using the schools Wi-Fi provision. Pupils must not use personal hotspots or mobile data on the school site. All internet access must be via the school's filtered Wi-Fi.

The use of cameras and recording equipment, including those which may be built into certain devices, to make images or sound recordings of individuals, is prohibited unless with the prior permission of any individual(s) being photographed/recorded and the member of staff. This is in accordance with the School's Pupil IT Acceptable Use Policy. Infringement of this will be likely to result in sanctions according to the Behaviour Policy.

The school does not approve any Apps or updates that may be downloaded onto any device while using the school's wireless network and such activity is undertaken at the owner's own risk, with the school having no liability for any consequent loss of data or damage to the individual's device.

Users must take reasonable steps to protect and secure their own devices, for example, with the use of a passwords, PINs or biometrics as appropriate. Pupils are encouraged to ensure that personal mobile devices are also encrypted.

Users should be aware that all internet activity within school using the school Wi-Fi will be monitored and logged.

Personal mobile devices must not be used in a manner that would portray the school in an unfavourable light.

Any costs/fees incurred while using devices are not chargeable against the school and are the sole responsibility of the owner.

When on the school site and permitted to be switched on, all devices should be set to silent.

The school is under no obligation to provide technical support for devices not owned or provided by the school. You are responsible for any repairs, maintenance or replacement costs and services.

You should ensure you have suitable insurance cover in place that covers use within school. You use personal devices at your own risk in school or offsite school activities. The school accepts no liability for loss or damage whilst at school or used offsite for a school activity.

The use of personal devices is also subject to the school's Pupil IT Acceptable Use Policy.

8. Sanctions for misuse

Misuse of internet enabled devices will be regarded as a serious offence within the School's Behaviour Policy and will be dealt with in accordance with this policy.

Further references and information can be found in the Anti-Bullying Policy, Behaviour Policy and the Exclusions, Expulsions and Removal Policy.

Name of owner	IT Network Manager	T. Brown
Governor responsible	Dan Hawker	
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