



DIGITAL DEVICES *Sensible Use*

At Regents we encourage pupils to bring in digital devices (phones, tablets, laptops) to school as they can be fantastic learning tools. Teachers will often give pupils permission to use their digital device in the classroom, when this happens you must follow their guidance on how and when to use your device. Unless being used as learning tools we ask you to keep your digital device out of sight and switched off, this includes during lesson changeover/break and lunchtime.

We understand that digital devices are part of modern life and we believe that independence is a key part of growing up and preparing for the real world. As we all make mistakes and to help you understand when/where you may use your digital device please read the following '*sensible use*' agreement.

- **You are responsible** for the safety and security of your own digital device.
- Digital devices can be used as learning tools when permission has been given by a teacher. Otherwise they should be **out of sight**, this includes headphones.
- **During break time no digital devices may be used**, unless you are given permission by a teacher.
- If you need to make a phone call please go to the Secondary Office.
- During lunchtime digital devices may be used in the **Learning Hub** for school work within the allocated timeframes.
- Devices must **never be used in tests** or examinations.
- You must **not post messages to personal social networking sites** (Facebook, Twitter, Snapchat, etc) whilst at school.
- You must **not use the device to capture, record, or transmit audio, video or photos** of students or staff without permission of a teacher.
- Audio, video or photos captured on campus or a school trip must never be posted onto a public website without the **permission of a teacher**.
- The Wifi network is owned by the school and **you will be held responsible for the sites you visit** using the network.
- Digital may be used at the end of the school day (Monday and Thursday 4.20) to contact parents.

What happens if I get it wrong?

We believe that independence is a key part of growing up and preparing for the real world. We all make mistakes. However, learning from our mistakes is important and repeated breaking of rules will have consequences. In-line with our behaviour policy, consequences follow this approach:

Digital Devices will be confiscated if the sensible use policy is not followed.

If the policy is repeatedly not adhered to further sanctions may be issued by the Head of Year.

Student Signature:

By your signature, you confirm you understand and agree to respect the above policy.