



**WINDERMERE**  
SCHOOL

## **Windermere School Device Policy - Pupils**

**Review Date:** May 2026

**Reviewed by:** SLT

**Review Period:** 12 months

**Staff Responsibility:** Sue Brown/Arron Wakefield

### **Introduction**

This policy applies to the use of personally owned digital devices while on school property, school IT equipment, or the use of the school's internet connection, Wi-Fi or other networks. A "device" is any item that can be used to access the internet.

We will require all students from Years 3 to 6 to have their own laptop, and Year 7 and above a laptop or other device with keyboard. We recognise that many of our students already have their own laptop/device, and therefore we will not require students to have a school specification device. The important thing is that the laptop used by each student is fully compatible with (i) Microsoft 365; and (ii) the School's RADIUS-based wifi network. All Microsoft, Apple and Android devices are suitable, however Chromebooks are not. In order to gain access to the internet via the School wifi, students will be required to download and install a SSL certificate. This enables our safeguarding systems to monitor their online activity. Students, therefore, need sufficient administrative access to their device to enable the certificate to be installed.

### **Mobile Phones and Smart Watches**

A mobile phone is not a suitable device for producing work, and students must have a device with a keyboard (so if using a tablet, there should also be a keyboard connected).

We advise that pupils up to and including Year 11 do not bring a mobile phone to school. However, if your child does bring in their phone it must be locked in a Yondr pouch (purchased from the school for £30, which will be added to the bill). The phone must be **TURNED OFF** and locked in its pouch before 8:30 am. It can be unlocked at 5:20 pm, when it is time to go home.

Students going home at 4:10 pm must unlock their phone pouch at the back door with the member of staff on duty, just before they leave the site. It is not permitted to use their mobile phone elsewhere at this time.

If a student needs to call home they should go to the School Office, Well Being or Head of Section office to make a call from a landline. If they need to access their phone, they will be able to temporarily unlock the pouch in one of these locations but must relock their phone in their pouch before leaving the office. If a pupil needs to contact home for a pastoral reason it is important that a pastoral member of staff is aware of this for care and safeguarding reasons.

Pupils should not attempt to subvert the restriction on mobile phone use by keeping their phone switched on and connected to a smart watch. Pupils who do so will have both phone and watch confiscated.

For a first offence of leaving a phone switched on, or using a phone or a phone connected smart watch in school, the device(s) will be confiscated to be returned at the end of the day. Parents will be informed.

For a second offence, the device(s) will be confiscated and returned to the pupil's parent (or houseparent) at the end of the week – Friday at 5:20 pm.

Any further offence will be treated as a serious misdemeanour to be dealt with under the Behaviour Policy. It is likely that the pupil will be prohibited from bringing a phone or smart watch to school for the term.

### **Use of devices by pupils**

- Devices will only be used in school for educational purposes.
- Pupils are responsible for the safety of their devices and the content on their devices at all times.
- Pupils do not have the right to privacy while using a device at school.
- Pupils will provide their device upon the request of a member of staff so that they can check its content, privacy settings, monitoring software (if installed), and apps.
- For privacy reasons devices must not be used to take or store photos or videos of other pupils without each individual's express permission.
- Loss of or damage to devices must be reported immediately to tutors, parents/carers and Heads of Section. The school accepts no responsibility or liability in respect of lost, stolen or damaged devices whilst at school or on transport to and from school or activities organised or undertaken by the school.
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.
- The school is not responsible for the day-to-day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues. Users are responsible for installing appropriate Antivirus protection before any device can be used on the school network to prevent virus/malware and they are responsible for keeping their device up to date through software, security and app updates.
- Pass-codes or PINs should be set on personal devices to aid security and any access to accounts which are attached to bank accounts (e.g. shopping sites) should be locked before coming to school.
- In an emergency school may need to disconnect any device from service without prior notification (e.g. in event of malware attack etc)
- Parents/carers/guardians should arrange appropriate insurance cover for any device brought to school. The school will take no responsibility for the loss of or damage to a pupil's phone or laptop.
- Students will need to bring their laptop, headphones and charger to school every day.
- All internet use while in school is done through the school network, which must be accessed by the student's own username and password. Any measures to bypass the school's security, safeguarding and monitoring systems (including but not limited to the use of mobile hotspots or VPNs), is strictly prohibited.
- Pupils may bring mobile phones to school only to enable them to contact parents/carers or be contacted at the end of the school day.
- Use of a mobile phone in school is a privilege and can be withdrawn by a teacher.

Inappropriate use of mobile phones in school is not acceptable at any time or in any circumstances. Making, storing, sending or receiving inappropriate messages, images or video clips may constitute a criminal offence and will not be tolerated. A first offence could lead to exclusion.

**Having read through all of the above, each pupil will be asked to sign the Acceptable Use form electronically to say that they have read, understood and accepted these rules.**

September 2024

Compiled	This revised version replaces the existing AUP	August 2020	J Davies, E Vermeulen
Approved		26 August 2020	I A Lavender
Reviewed	E Vermeulen	August 2021	E Vermeulen
Approved	P Hogan	August 2021	P Hogan
Approved	T Hill	August 2022	T Hill
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