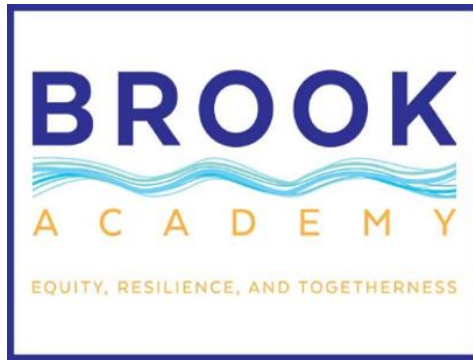




Personal Devices Policy

Implementation Date:	September 2026	Status:	Approved
Review Cycle:	Annual	Next Review Date:	September 2027



History of Most Significant Changes

Version	Date	Page	Change	Origin of Change
V1	September 2026	Whole Document	Creation of Document	

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1 Policy Statement

This policy has been created to outline clear expectations for the safe, responsible, and appropriate use of personal mobile devices by all members of the Brook Academy community. The purpose of this policy is to safeguard the wellbeing of all individuals, promote a focused and productive learning environment in line with our school values – Equity, Resilience and Togetherness – and ensure full compliance with safeguarding and data protection requirements.

2 Policy Scope

This policy applies to:

- all students enrolled at Brook Academy.
- all staff, including supply / agency.
- all devices, networks, and digital platforms provided or accessed through the school.

3 Reference to Other Relevant Policies

This policy should be read in conjunction with the following:

- CLF TBA Safeguarding and Child Protection Policy
- CLF Employment Manual
- CLF TBA Online Safety Policy
- TBA Relationships for Learning & Behaviour Policy

4 Legislation or Non-Statutory Guidance

This policy has due regard to the following guidance:

- [Using Technology in Education](#) (gov.uk)
- [Mobile Phones in Schools](#) (gov.uk)

5 Roles and Responsibilities

The Principal and Senior Leadership Team have overall responsibility for the policy and its implementation by:

- ensuring it aligns with statutory requirements and national guidance.
- ensuring it supports child protection and online safety.
- clearly communicating the policy to staff, students, and parents / carers.
- leading on promoting responsible device use and digital citizenship.
- ensuring the necessary infrastructure is in place i.e. Wi-Fi, filtering and monitoring tools.
- identifying risks (e.g. cyberbullying, data breaches) and implementing mitigation strategies.
- investigating breaches and applying sanctions according to the school's policy.
- regularly reviewing and updating the policy, when required.

All Staff (teachers, support staff, and supply) share responsibility for ensuring that the policy and procedures are followed consistently and applied fairly. Mutual support amongst all staff is essential for creating a high-quality and safe learning environment (see **Staff Policy** for further information).

Parents and Carers will be encouraged to work in partnership with the Academy by ensuring they:

- have read and understood the School's Personal Devices Policy.
- support and enforce the rules regarding device use.
- encourage responsible and safe use of personal devices outside of school.
- discuss online safety and digital citizenship with their child.
- consider appropriate parental controls and security settings.
- monitor their child's online activity and social media interactions.
- report any concerns about online safety or device misuse to the school.
- keep open communication with the school regarding device-related issues.
- support their child to understand and follow the policy and acceptable use guidelines.
- support the school's policy breach procedure.

Students will be encouraged to work in partnership with the Academy by ensuring they:

- follow the Academy's policy on personal devices (see **Student Policy** for further information).
- accept consequences should the policy be breached.

6 Staff Policy

Professional Conduct & Boundaries:

- Personal devices are permitted on school site, during non-contact time, however, staff **must not**:
 - **access inappropriate content** – no viewing, downloading, or sharing of explicit, violent, or illegal material.
 - **record or photograph** – no taking / uploading of photos, videos, or audio recordings of staff and students (camera function must be disabled).
 - **share personal or sensitive information** – no sharing of student information / staff personal phone numbers via personal message apps / social media.
 - **communicate inappropriately** – including messages, images, or content that violates the school's code of conduct.
 - **engage in cyberbullying or harassment** – no sending harmful, threatening, or offensive messages.
 - **engage in illegal activities** – no hacking, pirating, or engagement in any activity that breaks the law.
 - **install unauthorised apps or software** – no downloading / use of apps that violate school policy / pose security risks.

Staff **must ensure** they:

- comply with the school's network and security protocols - connect to the school's secure Wi-Fi (avoid unsecured public networks), keep passwords / login details confidential, install anti-virus software, and keep devices updated.
 - **If staff access school systems (email, MIS) on personal devices, they must enable password protection and encryption.**
- comply with GDPR and school data protocols – do not store / access / process sensitive student data on personal devices unless explicitly authorised / encrypted.

- **If a personal device is used in an emergency (e.g. contacting parents on a trip), this must be logged and reported to the DSL accordingly.**
- model appropriate and responsible use of personal devices.
- use in non-contact time and in staff designated areas.
- support in communicating policy to all stakeholders.

Incident Reporting & Implications:

Any staff breach of the school's Personal Device Policy (including loss of data) must be reported immediately and Principal / SLT will investigate appropriately.

7 Student Policy

At Brook Academy, we recognise that technology and personal devices can provide significant benefits to young people, particularly for those who travel long distances to and from school. These devices can provide access to educational resources, enable students to stay connected with family, and offer entertainment in a safe and controlled manner. We are equally aware, however, of the potential risks, including exposure to inappropriate content and threats to online safety. To balance these benefits and challenges, we have established clear guidelines to ensure that personal devices are used responsibly, with student safeguarding and wellbeing as our highest priority.

Student Conduct & Boundaries:

- Personal devices are permitted on school transport, however, students **must not**:
 - **access inappropriate content** – no viewing, downloading, or sharing of explicit, violent, or illegal material, including inappropriate music.
 - **record or photograph without permission** – no taking photos, videos, or audio recordings of staff, students, or transport staff.
 - **engage in cyberbullying or harassment** – no sending harmful, threatening, or offensive messages.
 - **share personal or sensitive information** – no posting personal details or school data online.
 - **install unauthorised apps or software** – no downloading apps that violate school policy / pose security risks.
 - **engage in illegal activities** – no hacking, pirating, or engagement in any activity that breaks the law.
- Personal device-free zone at Brook Academy - no mobile phones / tablets, any other personal devices to be permitted through school gates.
- All devices to be handed to staff for safe storing / charging until the end of the school day.

Incident Reporting & Implications:

Any student refusing to hand in personal devices must be reported immediately:

- Parents / carers will be notified.
- If the student continues to refuse, parents / carers will be asked to collect the young person, and this will be marked as an unauthorized absence.

- If a student manages to conceal their device, bringing it onto the school grounds, they will automatically be searched following the DfE Search and Screen Guidance: [Searching, Screening and Confiscation \(Advice for Schools\)](#) (gov.uk)
- If a student continues to breach school policy, parents / carers will be asked to attend a meeting in school to discuss this further.

Any student breaching the school's Safeguarding and Child Protection Policy and Personal Devices Policy around the use of their technology must be reported immediately:

- Parents / carers will be notified.
- The student's personal device will be confiscated.
- The police will be contacted where applicable.
- The student will be refused permission to use their personal device on school transport for a set duration.

8 Monitoring and Review

This policy will be reviewed annually, and updated accordingly, to ensure its effectiveness in response to new research or changes within the school community. Regular feedback from students, parents, and staff will be sought to continuously inform our procedures.