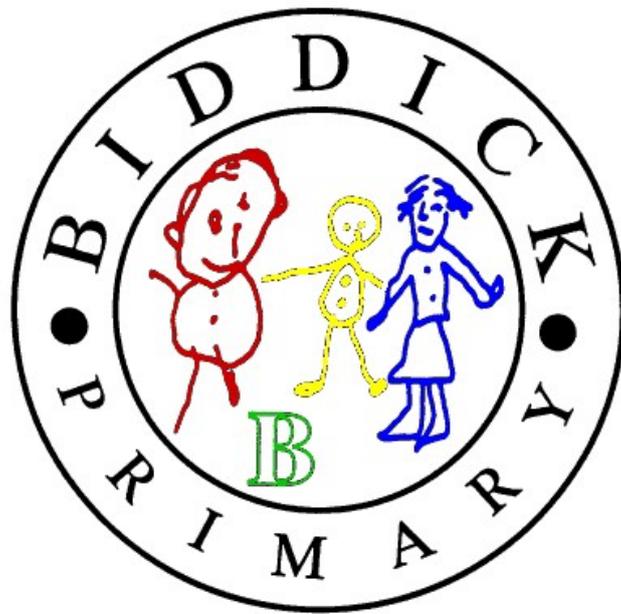


Biddick Primary School



Personal Electronic Devices Policy

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- a) Pupil Personal Electronic Devices Agreement

Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils.

Biddick Primary School accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security but understands that such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Signed by:

Headteacher

Date:

Chair of governors

Date:

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2018) 'Keeping children safe in education'
- DfE (2018) 'Searching, screening and confiscation'
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018

1.2. This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- E-safety Policy
- Data Protection Policy

2. Key roles and responsibilities

2.1. The governing body has overall responsibility for:

- The implementation of the Personal Electronic Devices Policy and procedures.
- Ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/nationality, culture, religion, gender, disability or sexual orientation.
- Reviewing the Personal Electronic Devices Policy every two years.

2.2. The headteacher has responsibility for:

- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- The day-to-day implementation and management of the Personal Electronic Devices Policy.

3. Ownership and responsibility

3.1. Pupils are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either at school or travelling to and from school.

3.2. Pupils are responsible for replacing lost or damaged school property, including electronic devices.

4. Personal electronic devices

4.1. Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Personal digital assistants (PDAs)

- Handheld entertainment systems e.g. video games, CD players, compact DVD players, MP3 players, etc.
- Portable internet devices e.g. tablets, iPads, etc.
- Wireless handheld technologies or portable information technology systems e.g. devices used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

5. Acceptable use

- 5.1. Parents must be aware if their child takes a mobile phone to school.
- 5.2. Personal electronic devices must be switched off and handed into the class teacher to be kept in a central location during school hours.
- 5.3. Children wishing to contact home should do this through the school office.
- 5.4. Personal electronic devices must not be used in any manner or place that is disruptive to the normal routine of the school.
- 5.5. Pupils may use a portable flash drive to transfer school work, with permission from the class teacher.

6. Unacceptable use

- 6.1. Unless express permission is granted by a member of staff, mobile devices must not be used to perform any of the following activities whilst on school grounds:
 - Make phone calls or video calls
 - Send text messages, WhatsApp messages, iMessages or emails
 - Access social media
 - Play games
 - Take photographs
 - Access social media
 - Use any other application during school lessons and other educational and pastoral activities
- 6.2. Files must not be sent between mobile devices, and Bluetooth and Wi-Fi functions must be disabled while on school premises.
- 6.3. If pupils fall ill during school hours, they must not use their mobile device to contact parents; they must use the agreed procedures.
- 6.4. Under no circumstances should personal electronic devices be taken into tests.

- 6.5. Under no circumstances should mobile devices be used in changing rooms or toilets.
- 6.6. Personal laptops, mobile phones or tablets must not be plugged in to outlets on the school premises without the express permission of the headteacher and they must have an up-to-date portable appliance test (PAT).
- 6.7. Pupils must not attempt to befriend staff members on social media.

7. Cyberbullying

- 7.1. All personal electronic devices must be used in line with our E-safety Policy.
- 7.2. Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy.
- 7.3. As part of our ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about e-safety will take place as part of PSHE lessons.

8. Spot checks

- 8.1. A teacher or staff member may ask a pupil to show them what they are doing on their mobile phone or tablet if they reasonably believe that the pupil is using the device to cause harm.
- 8.2. A teacher or staff member may ask a pupil to give them their portable flash drive at any time.
- 8.3. Pupils are required to comply with any request to check their mobile phone, tablet or flash drive.
- 8.4. Pupils are required to comply with any request to disable the screen lock function of their phone and show any teacher or staff member what they are doing.

9. Accessing and storing data

- 9.1. Downloading and accessing inappropriate websites and data on school personal electronic devices is strictly prohibited.
- 9.2. Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.
- 9.3. More information about accessing data can be found in our Data Protection Policy.

10. Sanctions

- 10.1. Using a personal electronic device is a privilege which can be revoked at any time.

- 10.2. Any pupil caught acting in a manner that contradicts the Personal Electronic Devices Policy will have their personal electronic device confiscated until the end of the day.
- 10.3. Confiscated personal electronic devices will be locked away securely in the headteacher's office.
- 10.4. Confiscated personal electronic devices must be collected by the pupil's parent.
- 10.5. Bullying via personal electronic devices will be dealt with in line with our Anti-bullying Policy.

11. Policy review

- 11.1. This policy is reviewed every two years by the headteacher.
- 11.2. Any changes to this policy will be communicated to members of staff by the headteacher.
- 11.3. The scheduled review date for this policy is July 2020

