



# PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

## PERSONAL ELECTRONIC DEVICES POLICY

Approval Date: February 2023

Review Date: Spring 2024



**Pyrford Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Pyrford Church of England Primary accepts that personal mobile phones and other electronic devices are often given to pupils by their parents to ensure their safety and personal security.

As a school, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety.

## **1. Key roles and responsibilities**

- 1.1.** The governing body has overall responsibility for the implementation of the Personal Electronic Devices Policy and procedures of Pyrford Church of England Primary School.
- 1.2.** The governing body has overall responsibility for ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3.** The governing body has overall responsibility for reviewing the Personal Electronic Devices policy annually.
- 1.4.** The headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.5.** The headteacher will be responsible for the day-to-day implementation and management of the Personal Electronic Devices Policy and procedures of Pyrford Church of England Primary School.

## **2. General property**

- 2.1.** Pupils are responsible for their own belongings.
- 2.2.** Exercise books, planners, text books, electronic equipment, stationery and folders issued by Pyrford Church of England Primary School remain the property of the school and should be treated as such.

## **3. Personal electronic devices**

- 3.1.** Personal electronic devices include, but are not limited to, existing and emerging:
  - \* Mobile communication systems and smart technologies (mobile phones, iPhones, smart phones, smart watches, internet-enabled phones, etc)

#### **4. Acceptable use**

- 4.1. Mobile phones should only be used by children for voice calls, with the express permission of their parents and teachers and for emergencies only.
- 4.2. Pupils are responsible for protecting their own personal information including their phone number.

#### **5. Unacceptable use**

- 5.1. Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during school time.
- 5.2. Files should not be sent between mobile devices and Bluetooth and WiFi functions should be disabled while on school premises.
- 5.3. If pupils fall ill during school hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures.
- 5.4. Personal electronic devices must not be plugged in to outlets on school premises. Any mobile devices must be charged when handed in to the office.
- 5.5. Pupils who are found taking mobile devices in to class will be banned from bringing mobile devices in to school and will have their device confiscated until the end of the school day.

#### **6. Procedures**

- 6.1. All mobile devices must be named.
- 6.2. Mobile devices must be charged.
- 6.3. Parents will complete the Pupil Personal Electronic Devices Agreement before a pupil's mobile device is handed in to the office.
- 6.4. Pupils will turn off and sign in their mobile devices to the office before going to class.
- 6.5. Mobile devices will be stored in the school safe.
- 6.6. Pupils will sign out and collect their mobile devices from the office at the end of the school day. The pupil is responsible for ensuring they collect their named device.

#### **7. Policy review**

- 7.1. This policy is reviewed every year by the Headteacher.

## APPENDIX 1: Pupil Personal Electronic Devices Agreement

### PARENTAL / GUARDIAN PERSONAL ELECTRONIC DEVICES AGREEMENT

I, \_\_\_\_\_, recognise that Pyrford Church of England Primary School bears no responsibility for Personal Electronic Devices lost, damaged or stolen on school property or on journeys to and from school.

I agree to the terms of this policy and will discuss the responsibility of owning a Personal Electronic Device with my child (name) \_\_\_\_\_.

I understand that a member of school staff may confiscate devices used in an unacceptable manner, as detailed in the policy.

**Signed by**

**(Parent / Carer)**

\_\_\_\_\_ **Date:** \_\_\_\_\_