



St Anthony's Catholic Primary School

Policy: Personal Electronic Devices



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Statement of Intent

St Anthony's Catholic Primary School accepts that personal mobile phones and tablets are often given to pupils by their parents and carers to ensure their safety and personal security.

Mobile phones, digital music players and other personal electronic devices have become more widely available. As a school, we must make a sensible and practical response. Year 6 children, who have written permission from their parents or carers to walk home from school alone, can bring mobile phones into school on a daily basis.

Once in the classroom the mobile phone must be given to the class teacher who will lock the phone in the safe at the main office.

Unless permission is granted personal electronic devices must not be brought onto school premises by pupils.

Signed by Headteacher: _____ Date: 18 October 2017

Chair of Governors: _____ Date: 18 October 2017

Review Date: October 2019

1. Key roles and responsibilities

- 1.1. The Governing Body / Headteacher has overall responsibility for the implementation of the personal electronic devices policy and procedures of St Anthony's Catholic Primary School.
- 1.2. The Governing Body / Headteacher 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 / Headteacher has overall responsibility for reviewing the Personal Electronic Devices Policy every 2 years.
- 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 St Anthony's Catholic 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 St Anthony's Catholic Primary School remain the property of the school and should be treated as such.
- 2.3. Pupils are responsible for replacing lost or damaged school property, including electronic devices.

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, smartphones, internet-enabled phones, etc.).
 - Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
 - Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).
 - Portable internet devices (mobile messengers, iPads, etc.).
 - Wireless handheld technologies or portable information technology systems (used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.).
- 3.2. St Anthony's Catholic Primary School acknowledges the increasing use of mobile technology as part of the curriculum.

3.3. Parents/carers should be aware if their child takes a mobile phone or tablet to school.

3.4. St Anthony's Catholic Primary School accepts no responsibility for replacing lost, stolen or damaged mobile devices either at school, or travelling to and from school.

4. Acceptable use

4.1. Mobile devices should be switched off and handed to the class teacher at the start of the day.

4.2. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

4.3. 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. Pupils from Nursery to Year 5 are not permitted to bring a mobile device into school unless express permission is granted.

5.3. Files should not be sent between mobile devices and Bluetooth and WIFI functions should be disabled while on school premises.

5.4. If pupils fall ill during school hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures.

5.5. Under no circumstances should mobile devices be used in changing rooms or toilets.

5.6. Personal laptops, mobile phones or tablets must not be plugged in to outlets on school premises without the express permission of the Headteacher and an up-to-date portable appliance test (PAT).

5.7. Pupils may use a portable flash drive to transfer school work only.

5.8. Pupils may not take electronic devices on visits or other school trips unless their parents or carers have sought and been granted permission to do so, by the Headteacher.

6. Cyberbullying

6.1. At St Anthony's Catholic Primary School cyber bullying is taken seriously.

6.2. Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.

6.3. As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing and PSHE.

7. Spot checks

7.1. Any teacher or staff member may ask any pupil to give them their portable flash drive at any time.

7.2. Pupils are required to comply with any request to check their mobile phone, tablet or flash drive.

8. Accessing Data

8.1. Downloading and accessing inappropriate websites and data on school/academy personal electronic devices is strictly prohibited.

8.2. Using the personal data of any pupil or member of staff for non-work related activity is strictly prohibited.

8.3. Parents and carers will be held responsible for regularly checking their child's phone to ensure that any phone brought onto school premises does not contain any inappropriate material.

8.4. More information about accessing data can be found in our Data Protection Policy.

9. Sanctions

9.1. Using a mobile device is a privilege which can be revoked at any time.

9.2. Any pupil caught breaking the Personal Electronic Devices Policy will have their mobile device confiscated until the end of the day.

9.3. Confiscated mobile devices will be locked away securely in the safe at the main office.

9.4. Confiscated mobile devices must be collected by the pupil's parent/carer.

9.5. Bullying via mobile device will be disciplined in line with St Anthony's Catholic Primary School's Anti-Bullying Policy.



Home/School Agreements



Pupil Personal Electronic Devices Agreement

I, _____ understand that a personal electronic device is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

Signed by Pupil: _____ Date: _____

Parent/Carer: _____ Date: _____

Class Teacher: _____ Date: _____

Parental Personal Electronic Devices Agreement

I, _____ recognise that St Anthony's Catholic Primary School bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journey's to and from school.

I agree to the terms of this policy and will discuss with them the responsibility of owning a personal electronic device with my child (name) _____.

I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

Signed by Parent/Carer: _____ Date: _____

Class Teacher: _____ Date: _____