

# Peover Superior Primary

## Pupils' Personal Electronic Devices Policy

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Signed by:

Jo Munro

Principal

Date: October 2023

Liz Clover

Chair of governors

Date: October 2023

Last updated: October 2023

## **Contents:**

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Ownership and responsibility
4. Acceptable use
5. Unacceptable use
6. Cyberbullying
7. Searching pupils
8. Accessing and storing data
9. Sanctions
10. Monitoring and review

### **Appendices**

- A. Personal electronic devices agreement

## Statement of intent

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

The Peover Academy 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, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

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

- Mobile phones
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing.

## 1. Legal framework

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

- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2018) 'Searching, screening and confiscation at school'
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- The Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for principals and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Searching, Screening and Confiscation Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Social Media Policy
- Child-on-child Abuse Policy
- Behaviour Policy
- Staff Behaviour Policy
- Records Management Policy

## 2. Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The principal will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the principal, in line with the Anti-bullying Policy and the Behaviour Policy.

The DSL will be responsible for:

- Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

### **3. Ownership and responsibility**

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

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

Pupils and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

### **4. Acceptable use**

Pupils bringing personal electronic devices into school must make their parents aware of this.

Personal electronic devices will be switched off and handed to their Classroom Teacher or the Main Office on arrival.

Mobile phones will only be used for voice calls in emergency situations and with the express permission of a member of staff.

All staff members will adhere to the Data Protection Policy when sending work home with pupils.

### **5. Unacceptable use**

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school.

Unless express permission is granted by a member of staff, mobile devices will not be used to perform any of the following activities whilst on school grounds:

- Make phone or video calls
- Send text messages, WhatsApp messages, iMessages or emails
- Access social media
- Play games
- Watch videos

- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

Staff and pupils will adhere to the Social Media Policy at all times.

Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

If pupils fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures.

Under no circumstances will personal electronic devices be taken into examinations. Devices will be handed to a member of staff for safekeeping during the examination.

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

Personal electronic devices will not be plugged in to outlets on the school premises without the express permission of the principal, and they will have an up-to-date portable appliance test (PAT).

Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework or exams, staff should provide their school contact details.

Under the Voyeurism (Offences) Act 2019, the act known as “upskirting” is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and teachers) of any gender, can be a victim of upskirting.

A “specified purpose” is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim’s genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school’s Child Protection and Safeguarding Policy.

## **6. Cyberbullying**

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school’s ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

## **7. Searching pupils**

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere

with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

The extent of a search involves outer clothing only; this includes clothing not worn next to the skin such as hats, gloves, scarves, and shoes. Desks or lockers can also be searched for any item if the pupil consents. The search can still be carried out if the pupil does not consent if staff reasonably believe the pupil possesses a prohibited item.

A 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. If it is judged reasonable, the staff member may inspect the files or data on a pupil's electronic device and delete them if necessary.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable.

Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.

Pupils are required to comply with any request to check their electronic device.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

All spot checks will be conducted in line with the school's Searching, Screening and Confiscation Policy.

## **8. Accessing and storing data**

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.

Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.

All data access requests will be handled in line with the school's Data Protection Policy.

## **9. Sanctions**

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

Any pupil caught acting in a manner that contradicts the policy will have their personal electronic device confiscated until the end of the day.

Confiscated personal electronic devices will be locked away securely in the principal's office.

Confiscated personal electronic devices will be collected by the pupil's parent.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy.

## **10. Monitoring and review**

This policy is reviewed annually by the principal and DSL.

Any changes to this policy will be communicated to members of staff, parents and pupils by the principal.

The scheduled review date for this policy is Autumn 2023.

# Personal devices user agreement – pupils

This agreement is between The Peover Superior Primary School and \_\_\_\_\_.

We understand that the use of technological devices can be beneficial for safety reasons. As such, we permit personal devices, such as mobile phone, to be brought into school. This is not compulsory, and the decision to bring a personal device to school lies with the pupil and/or their parents.

We have created this agreement to make sure you understand how your personal devices must be used. If you breach the terms of this agreement in any way, you may not be able to continue to bring in your personal device.

## General use principles

- The use of personal devices is not compulsory.
- Personal devices must be used outside of school only – any use of personal devices inside school grounds is strictly prohibited.
- The device should be turned off as you arrive at school each day and promptly handed to your class teacher.
- The device should be taken home with you at the end of each day – it should not be left in your locker overnight.
- You should never use your personal device in school, this includes the playground area.
- Personal devices should not be used in any way that is distracting to either pupils or staff, and they must not disrupt learning.
- The use of personal devices is governed by the school's Online Safety Policy and Pupils' Personal Electronic Devices Policy.
- You are liable for any loss, theft or damage to your personal device.

## The school will:

- Provide a safe location for the storing of your personal device.
- Follow the behaviour policy if this agreement is not followed.

## The school is not responsible for:

- The loss of, theft of, or damage to your personal device.

## You will:

- Store your device safely.
- Follow any instructions from staff.
- Seek the advice of your teacher when downloading any material.
- Raise any concerns with your teacher.
- Report any behavioural issues, such as inappropriate communication, to your teacher.
- Be aware that breaching this agreement will result in consequences.

### You will not:

- Use the device whilst on school grounds.
- Access any social media sites using your device.
- Send inappropriate messages.
- Take images and videos whilst at school.
- Send, access or share any inappropriate images and videos.
- Give your device to other pupils.

### Consequences for misuse

If you are found to breach the terms and conditions of this agreement, you will have your device confiscated.

1. In the first instance, the device will be confiscated and returned to you at the end of the school day.
2. In the second instance, it will be confiscated and returned to you at the end of the school day, and your parents will be informed.
3. In the third instance, it will be confiscated and your parents will be asked to collect the device at a time convenient to them.
4. In the final instance, the device will be confiscated and you will no longer be permitted to bring your device to school.

Depending on the nature of the breach, your parents may be informed in the first instance. You may also lose your privilege to bring your personal device to school in the first instance if the **Mrs Munro**, the principal, decides the breach is serious enough.

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### Pupil declaration form

Please read each statement and provide a tick to show you agree to the terms, then provide your name below.

- I will use my device appropriately.
- I will follow this agreement at all times.

Pupil name (please print): \_\_\_\_\_

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

Parent name (please print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

