



# St Paul's C of E VA Primary School

## Pupils' Personal Electronic Device Policy

Last Reviewed : November 2023

Next Review: November 2027

L Varney

Headteacher

Date:

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S Morrill

Chair of governors

Date:

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## Statement of intent

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

St Paul's 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 (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Social Media Policy
- Behaviour Policy
- Staff Behaviour 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 every four years.

The headteacher 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 headteacher, 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 stored securely and safely unless the pupil is using the device as part of a lesson with the permission of their class teacher.

### **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.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the headteacher, 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. Storage of Devices**

Each day, pupils who come to school with a personal device will hand their device to their class teacher (or teaching assistant in their absence) immediately. These personal devices will then be given to the school office and will be locked away until the end of the school day. At the end of a school day, pupils may then collect their personal device from the office window. 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.

## **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 this 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 school'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 every four years by the Headteacher and DSL.

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

The scheduled review date for this policy is November 2027.

