



# The Cedar School Pupils' Personal Electronic Devices Policy

Date policy last reviewed:

7<sup>th</sup> December 2023

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## Statement of intent

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

The Cedar 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, 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, speech devices
- 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:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- 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 annually.

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:

- 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 and complete the Personal Electronic Devices Agreement. This must be returned to school.

Personal electronic devices will be switched off and kept away in their bag unless the pupil is using the device as part of a lesson with the permission of their class teacher.

Any pupil who uses a speech device or tablet must have this device approved by a member of SLT. School IT technicians must have access to these devices to ensure parental controls are appropriate.

### **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.

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.

## **6. 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 office of a member of the Senior Leadership Team. Confiscated personal electronic devices will be collected by the pupil at the end of the day.

## **7. Monitoring and review**

This policy is reviewed annually 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 **December 2024**.

## Personal electronic devices agreement

### Pupil personal electronic devices agreement

I, \_\_\_\_\_, agree not to use my mobile phone/iPad/Speech aid in school and understand that my phone will be locked away should I break the rules.

#### Signed by

<b>Pupil</b>		<b>Date</b>	
<b>Parent</b>		<b>Date</b>	
<b>Class teacher</b>		<b>Date</b>	

### Parent personal electronic devices agreement

I, \_\_\_\_\_, recognise that The Cedar 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 the Personal Electronic Devices Policy and will discuss 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

<b>Parent</b>		<b>Date</b>	
<b>Class teacher</b>		<b>Date</b>	