



Aim High

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Lead By Example

Pupils Personal Electronic Device Policy

Ratified By	FGB
Date	26/06/2023
Minute	9
Review Date	Summer 2027
Policy Statement	
What is the policy for?	All member of the school community
Who has devised and contributed to this policy?	SLT, Governors and DSLs
How will this policy be communicated?	Via 365 and the school website
How will this policy be monitored?	By SLT and DSL
Which other policies are linked to this policy?	All other safeguarding policies

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Statement of intent

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

Norwood Primary 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.

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 (2022) 'Keeping children safe in education 2022'
- DfE (2022) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- 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
- **Searching, Screening and Confiscation Policy**
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Child-on-child Abuse Policy
- Behaviour Policy
- Code of Conduct
- 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.

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 are dissuaded from bringing mobile phones to school. If it is deemed necessary for a pupil to bring a mobile phone to school. E.g. in the case of older pupils (Year 5 and 6 only) because they travel to and from school independently, then the expectation is that the pupil hands their phone into the class phone box for storage throughout the day.

Pupils bringing personal electronic devices into school must make their parents aware of this and parents must sign the school agreement – appendix 1.

5. Unacceptable use

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. 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.

All searches will be conducted in line with the school’s **Searching, Screening and Confiscation Policy**.

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/trays 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.

Staff members will ensure they have a good reason to examine and delete data on a pupil’s electronic device. When determining a good reason to examine data, staff members will ensure they reasonably

suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.

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.

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. Consequences

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 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.

Parent personal electronic devices agreement

I, _____, parent/carer of _____, recognise that [Norwood 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 teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

Signed by

Parent		Date	
Class teacher		Date	