

Gossops Green Primary School



Personal Electronic Devices (Pupils) Policy

(Mobile Phones/Tablets/Watches etc.)

Last Reviewed on: December 2022
Next review due by: December 2023
Staff Member Responsible: Deputy Principal

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1. Rationale

Personal electronic communication devices (such as mobile phones, tablets and smart watches) are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves (and the devices) safe.

This policy applies to all pupils.

2. Aim

The aim of this Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that *personal electronic communication devices* are effective communication tools - which in turn can contribute to safeguarding practice and protection.

It is recognised that it is the enhanced functions of many *personal electronic communication devices* that cause the most concern, and which are most susceptible to misuse. Misuse includes:

- the *unwanted* taking and distribution of images of pupils/staff to other device users or email addresses or social media which could result in bullying or harassment
- Unkind words sent in messages to the victim (or to others about the victim)

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. **The use of all *personal electronic communication devices* by pupils is therefore limited in school, regardless of their capabilities.**

3. Procedures

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Gossops Green Primary only allows pupils in Year 5 and 6 to bring mobile phones to school. However, no other personal electronic communication devices may be brought to school.

When a child needs to bring a phone into school, a signed copy of the **Mobile Phone Acceptable Use Agreement** (Appendix A) must be completed by a pupil's parent or carer and given to the school prior to the phone being brought in.

The phone must be handed in as soon as the pupil arrives in school (at the start of the day). Phones must be placed in a personal, labelled zip-lock wallet and given to the adult in the pupil's classroom. The devices are put in a storage box for the class. The class box will then be sent to the school office. The phones will be returned to the class at the end of the day and distributed by the adult in the

room. Should a pupil attend an after-school event, the phone must be given to the adult running this event or collected from the office at the end of the event.

Parents are advised that Gossops Green Primary accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds.

4. Acceptable Use

Pupils are not permitted to use their phones whilst on the school site and must turn the device off upon arriving at school. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's Behaviour policy. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Pupils are not entitled to log on to the school Wi-Fi network using their mobile phones or other personal electronic devices.

5. Examining Mobile Electronic Devices

The Principal, and any member of the Senior Leadership Team, authorised to do so by the Principal (as set out in our Behaviour Policy) can carry out a search and confiscate (as set out in our Pupil Personal Electronic Devices Policy) any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified as a breach in the Pupil Personal Electronic Devices Policy for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before searching a device, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Contact the parents/carers
- Make an assessment of how urgent the search of the device is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from [the Principal or DSL]
- Explain to the pupil why their device is being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's cooperation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to Principal or DSL to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

All confiscations of devices will be recorded on CPOMS that day.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- Our Behaviour Policy and Pupil Personal Electronic Devices Policy
- Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

Mobile Phone Acceptable Use Agreement

Name of Pupil:

Pupil's Class:

Brand of Phone:

Model of Phone:

Telephone number of pupil's phone:

Phone Network:

Distinguishing marks (colour/stickers/scratches etc.):

Pupil Agreement

- I agree that upon entering school property (at the gates), the phone will be turned off. I will put it in a personalised, individual zip-lock wallet and hand it to the adult in my class upon entering the classroom
- I will not turn it on until I leave school property and therefore will not take photos of pupils, staff or the school.
- At the end of the day, when I am ready to leave school, I will be given my phone by the adult in my classroom.
- If I attend an after-school event, I will give the phone to the adult running the after school activity.
- I can only bring the phone (recorded above) to school.
- **I understand that the school takes no responsibility or liability for my mobile phone.**
- I understand the consequences for not following Gossops Green Pupil Personal Electronic Devices Policy.

Signed:
(Pupil)

Class:.....

Date:.....

Parental Agreement

- I have read Gossops Green Primary's Pupil Personal Electronic Devices policy and agree to what it includes.
- **I acknowledge that the school accepts no liability or responsibility for my child's mobile phone.**
- In accordance with the policy above, I understand the consequences set out in the policy should my child not follow the policy.

Signed:
(Parent/Carer)

Printed Name:.....

Date:.....