



Personal Electronic Devices Policy

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Review Frequency : Every 2 years
Next Review Due : May 2021

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Statement of intent

Penwortham Priory Academy accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security.

Mobile phones, digital music players and other personal electronic devices have become more widely available.

As a school, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety, whilst students may wish to bring additional devices to school for other reasons.

Listening to music and using mobile phones are an important part of modern life for most of today's children. They are an accepted and necessary aspect of the developed world's communication vehicles. Music and phones play important roles in helping students to feel part of a community. Music reflects the culture and society we live in and so listening to it can enable students to better understand the world they live in. Phones are an increasingly powerful tool to help children network socially, research using the internet, take photographs and video, listen to music and organise their activities. We provide opportunities for all our students to develop the skills towards appreciating mobile technology and a wide variety of musical forms and to begin to make judgements about the appropriate use of their phones and the quality of the music they listen to on these and other mobile devices.

With mobile phones and music devices being such a prominent feature of modern society and with most of our pupils owning these, Penwortham Priory Academy has to recognise a number of issues that they can present for schools:

- The high value of many mobile phones and music devices leading to them being desirable items for thieves
- The inappropriate use of such devices during lessons.
- The inappropriate lyrics used in some songs.
- The health effects (potential or actual) related to using mobile phones
- The health effects (potential or actual) related to listening to music through headphones.
- The potential risk to children accessing social networking sites, using the internet and downloading or uploading content.

Whilst the School recognises that there are times when it is genuinely appropriate and useful for students to have access to mobile phones and music devices (MP3, MP4 players, i-pods etc) – it is not necessary, nor acceptable, for mobile phones or music devices to be switched on or used during lessons or study times except in circumstances where the teacher has approved their use as a teaching aid.

Mobile phones and music devices are brought to and kept at school, and used entirely at their owner's risk. The School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from their use. Students and parents should be aware however, that mobile phones and music devices are a target for theft and accordingly, should always be stored securely in lockers whilst at school. Staff will not take personal responsibility for looking after pupils' phones during lessons. The only exception to this rule is that, before going into an exam, pupils are asked to hand their phones into the office for safekeeping. A system for their safe storage and return is in place.

Advice for pupils and parents on the use of mobile phones:

Parents and guardians should be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- See Kidsmart at www.kidsmart.org.uk for more information on staying safe, leaflets and interactive games.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Key roles and responsibilities

- 1.1. **The governing body** has overall responsibility for the implementation of the personal electronic devices policy and procedures of Penwortham Priory Academy.
- 1.2. **The governing body** has overall responsibility for ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has overall responsibility for reviewing the Personal Electronic Devices Policy every two years.
- 1.4. **The headteacher** has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.5. **The headteacher** will be responsible for the day-to-day implementation and management of the personal electronic devices policy and procedures of Penwortham Priory Academy.

2. General property

- 2.1. Pupils are responsible for their own belongings.
- 2.2. School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones or music devices.
- 2.3. It is the responsibility of parents and students to ensure these are properly insured and that when listening to music, the lyrics of songs are appropriate for the age of the student and the culture and society we live in.
- 2.4. Exercise books, planners, text books, electronic equipment, stationery and folders issued by Penwortham Priory Academy remain the property of the school and should be treated as such.
- 2.5. Pupils are responsible for replacing lost or damaged school property, including electronic devices.

3. Personal electronic devices

- 3.1. Personal electronic devices include, but are not limited to, existing and emerging:
 - Mobile communication systems and smart technologies (mobile phones, iPhones, Smartphones, Smart Watches, internet-enabled phones, etc.).
 - Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
 - Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).
 - Portable internet devices (mobile messengers, iPads, etc.).

- Wireless handheld technologies or portable information technology systems (used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.).
- 3.2. Penwortham Priory Academy acknowledges the increasing use of mobile technology as part of the curriculum.
 - 3.3. Parents/carers should be aware if their child takes a mobile phone or tablet to school.
 - 3.4. Penwortham Priory Academy accepts no responsibility for replacing lost, stolen or damaged mobile devices either at school, or travelling to and from school.

4. Acceptable use

- 4.1. Mobile phones, smart watches and/or music playing devices must not be switched on or used during lessons or study unless using the device as part of a lesson **with the express permission of their class teacher.**
- 4.2. They should not be used in any manner or place that is disruptive to the normal routines of the School or to other people. Usage includes the sending and receiving of text messages or data, taking and receiving video or photographic images.
- 4.3. At all other times, mobile devices (including smart watches) should be **switched off and kept out of sight.**
- 4.4. Mobile phones should only be used by students in cases of emergency or genuine need in school and only then in the presence of a member of staff. E.g. to phone home and tell a parent that an event has been cancelled, the student has forgotten some necessary medication, etc.
- 4.5. Students who need to contact home during school hours for any reason, e.g. feeling unwell and needing to go home, organising for equipment to be brought to school by a parent, etc., must arrange this through the school's reception staff. Where appropriate, the reception staff will contact the pupil's home or allow the pupil to use the school's phone. In the event that a pupil needs to go home, the pupil themselves or reception staff must make contact with the child's form tutor and/or House Progress Leader to make them aware.
- 4.6. Under no circumstances may students use either mobile phones or pay phones to contact home and make arrangements to leave school, except through the reception staff and with the agreement of their form tutor / House Progress Leader.
- 4.7. Mobile phones must not be taken into examinations.
- 4.8. Parents and students should ensure that such phones are properly and adequately insured as personal property.

- 4.9. Photographs and videos can only be taken by students for the express purpose of enhancing their learning and only then, **with the express permission of their class teacher**. If taken, they must not be distributed in any form e.g. Bluetooth to another phone, posted on YouTube, etc.
- 4.10. Students are not permitted to use mobile phones during field trips, excursions or other off-campus supervised activities except at the discretion of the party leader. Arrangements will be in place for communication with staff members in the case of an emergency.
- 4.11. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- 4.12. Pupils are responsible for protecting their own personal information including their phone number.
- 4.13. In certain circumstances (Art) and following discussion with the headteacher, a classroom teacher **may** be permitted to allow music to be listened to in their lesson, but **only** during sessions of independent learning and **only** if the teacher is confident the impact of listening to that music will enhance the pupils' independent learning rather than being detrimental to it.
- 4.14. Where possible, music should be played over the classroom's speaker system to the class as a whole.
- 4.15. During such sessions, the volume of the music must be set so that the student can still hear any instruction or intervention by the teacher. This means that it must not be at a level that can be heard by others (if headphones are used) in the class and must not therefore disturb the learning of others.
- 4.16. It is the responsibility of the member of staff and the student to ensure that any music device sanctioned for use in a lesson is put away and out of sight before they leave a particular room to walk between lessons.
- 4.17. Devices must always be put away, out of sight and not listened to when travelling between lessons.
- 4.18. Under no circumstances should any music device be taken into any examination in school.

5. Unacceptable use

- 5.1. Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during school and other educational and pastoral activities.
- 5.2. Files should not be sent between mobile devices and Bluetooth and WIFI functions should be disabled while on school premises.
- 5.3. If pupils fall ill during school hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures.

- 5.4. Under no circumstances should mobile devices be taken into examinations.
- 5.5. Under no circumstances should mobile devices be used in changing rooms or toilets.
- 5.6. Personal laptops, mobile phones or tablets must not be plugged in to outlets on school premises without the express permission of the **facilities manager** and an up-to-date portable appliance test (PAT).
- 5.7. Staff must not give their phone number(s) to pupils.

6. Cyberbullying

- 6.1. At Penwortham Priory Academy, cyber bullying is taken seriously.
- 6.2. Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.
- 6.3. As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing and PSHE.

7. Spot checks

- 7.1. Any teacher or staff member will ask any pupil to show them what they are doing on their mobile phone or tablet at any time.
- 7.2. Any teacher or staff member will ask any pupil to give them their portable flash drive at any time.
- 7.3. Pupils are required to comply with any request to check their mobile phone, tablet or flash drive.
- 7.4. Pupils are required to comply with any request to disable the screen lock function of their phone and show any teacher or staff member what they are doing.
- 7.5. If staff suspect that a pupil has taken video or photographs in or out of school that would breach the safety or rights of others, they must report their suspicions, and seek guidance and support from the Designated Senior Persons (DSP's) in school.
- 7.6. In circumstances where there is a suspicion that material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Parents or guardians will be informed of our actions and will need to recover the phone from the police in such circumstances.

8. Accessing Data

- 8.1. Downloading and accessing inappropriate websites and data on school/academy personal electronic devices is strictly prohibited.

- 8.2. Using the personal data of any pupil or member of staff for non-work related activity is strictly prohibited.
- 8.3. If staff knowingly look through images / video responding to a suspicion that there is pornographic content that would contravene child safety; you are in breach of the law. Do not do this. Always report your suspicions, and seek guidance and support in these instances from the DSP in school.
- 8.4. More information about accessing data can be found in our Data Protection Policy.

Sanctions:

- 8.5. Using a mobile device is a privilege which can be revoked at any time.
- 8.6. Any pupil caught breaking this Personal Electronic Devices Policy will be dealt with as per our Warn, Move, Remove Behaviour Policy and have their mobile device confiscated until the end of the day.
- 8.7. Confiscated mobile devices will be locked away securely.
- 8.8. Confiscated mobile devices must be collected by the pupil if instructed to do so by the member of staff who confiscated the item.
- 8.9. Persistent flouting of the rules will lead to the device being confiscated and placed in the school safe until a parent or guardian is able to come to school and speak to a member of the Senior Leadership Team or House Leader and retrieve the phone.
- 8.10. Bullying via mobile device will be disciplined in line with Penwortham Priory Academy's Anti-Bullying Policy.
- 8.11. Pupils caught taking mobile phones or tablets into examinations will be banned from bringing devices into school and will have their device confiscated until parents/guardians come into school to collect it.

9. Policy review

- 9.1. This policy is reviewed every **two years** by the **Headteacher**.
- 9.2. The scheduled review date for this policy is **May 2019**

