

Ravensdale Junior School

Pupil Personal Electronic Devices Policy

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**Statement of Intent**

For many young people today the ownership of a mobile electronic device is considered a necessary and vital part of their social life. There are a growing number of primary pupils who now have personal ownership of a mobile phone, such a device. When used creatively and responsibly this type of phone has great potential to support pupils' learning experiences. However, part of the responsibility for parents and pupils is knowing how to use the phone responsibly and understanding the implications of the use of any website and apps that they access.

**Ravensdale Junior school only permits Year 6 pupils who walk home alone to bring a mobile phone to school. SMART watches are not allowed.**

**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 (2021) 'Keeping children safe in education 2022'
- DfE (2018) 'Searching, screening and confiscation at school'
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- The 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
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy

**2. Ravensdale rules for the acceptable use of a electronic devices.**

- SMART watches are not allowed. Fitbits that are not connected to the Internet are permitted.
- **Years 3, 4 and 5 pupils** are forbidden from bringing a mobile phone to school. If a child in these year groups brings a phone to school the device will be handed over to a member of staff who will send it to the office for safe keeping during the day. Parents will be informed

and can collect the item from the office at the end of the school day. Sanctions may be applied following our school behaviour policy.

- **Pupils in Year 6 are only allowed to bring a phone to school if they walk or travel home alone and parents give permission. The permission slip should be signed by a parent and the child.**
- All mobile phones should be named and handed into the school office at the beginning of the day and collected at the end of the day.
- Mobile phones must be switched off at all times whilst pupils are on the school premises, including the grounds.
- It is not permitted to film, photograph or record anyone on school grounds.
- The school will not be held responsible for the security of a mobile phone brought into school unless they are handed/ sent to the office for safekeeping.
- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher if requested following a possible breach of the rules.

### **3. Unacceptable Use**

- Having the phone switched on in school or on school grounds.
- Taking photos in school
- Cyber-bullying
- Taking and sharing inappropriate pictures
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience
- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher if requested following a possible breach of the rules.
- In the case of mis-use of the phone on school grounds, the phone will be confiscated and parents will be asked to collect it from the office. Any sanction will be in line with our behaviour policy. In some instances an offence may have to be reported to the Police. Depending on the actions that have been taken, the child may be banned from bringing the phone to school.

### **4. 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.
- 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 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.

## Appendix

- A staff member may ask a pupil to show them what they are doing on their mobile phone 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.
- If a search uncovers a device that is being used to cause harm, 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.

### **5. 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 the 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 and behaviour Policy

### **6. Actions where the phone has been used for an unacceptable purpose**

- The Headteacher or a member of the senior leadership team will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence
- If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.
- Parents will be informed and school will consider whether an incident should be reported to the school safeguarding officer or police.

**Personal electronic devices agreement**

**Pupil personal electronic devices agreement**

I, \_\_\_\_\_, understand that bringing a personal electronic device to school is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

**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, \_\_\_\_\_, give permission for my Year 6 child to bring their mobile to phone to school. I recognise that Ravensdale Junior 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**

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



**RAVENSDALE JUNIOR SCHOOL**  
**PUPIL MOBILE 'PHONE POLICY**



## Pupil mobile phone policy

### Ravensdale rules for the acceptable use of an electronic devices.

- SMART watches are not allowed. Fitbits that are not connected to the Internet are permitted.
- **Years 3, 4 and 5 pupils** are forbidden from bringing a mobile phone to school.
- **Pupils in Year 6 are only allowed to bring a phone to school if they walk or travel home alone and live outside of the accepted catchment area ie the other side of Uttoxeter or Station Road, or in Mackworth.**
- All mobile phones should be labelled and handed into the school office at the beginning of the day and collected at the end of the day.
- School will not be held responsible for the security of or any damage to a mobile phone brought into school unless they are handed/ sent to the office for safekeeping.
- Mobile phones must be switched off at all times whilst pupils are on the school premises, including the grounds.
- It is not permitted to film, photograph or record anyone on school grounds.
- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher if requested – if staff suspect inappropriate behaviour.

### What you shouldn't do

- Have the phone switched on in school or on school grounds.
- Take photos in school
- Take and/or share inappropriate pictures
- Cyber-bullying
- Make disrespectful comments, not be truthful about events
- Make unkind comments about staff, self or other pupils
- Post information on social media without understanding the consequences
- Film or use pictures of others to cause deliberate or unintentional harm



### What happens if you use a phone in an inappropriate way.

- Using a personal electronic device is a privilege which can be revoked at any time.
- If you mis-use a mobile phone on school grounds, the phone will be confiscated and parents will be asked to collect it from the office.
- Confiscated personal electronic devices will be locked away securely in the headteacher's office.
- The Headteacher or a member of the senior leadership team will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence.
- If needed, evidence will be kept – this may be a picture.
- Parents will be informed, and school will decide to report to the school safeguarding lead or police if necessary.
- Depending on the actions that have been taken, the child may be banned from bringing the phone to school.
- Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying and behaviour policies.
- A sanction will be given for any inappropriate mobile phone use. This will be in line with our behaviour policy.