



The Willows Catholic Primary School

Headteacher: Mrs. S. A. Barnett
Victoria Road, Kirkham, PR4 2BT
Telephone & Fax: 01772 684371
www.willows.lancs.sch.uk

Pupils' Personal Electronic Devices Policy

With Christ at our heart, we are a loving, caring family where each individual is nurtured in mind and spirit to fully become the person God created.

In learning together we support each other to reach our potential in a safe and stimulating environment where all are valued and respected.

Our school motto: 'God loves me, God loves everyone' guides our journey.

STATEMENT OF INTENT

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

The Willows Catholic Primary School accepts that personal mobile phones and tablets are often given to pupils by their parents/carers 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/carers may wish for their child to carry a mobile phone for their personal safety. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2018) 'Searching, screening and confiscation'
- 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
- GDPR Policy
- The Acceptable Use Policy
- Child Protection and Safeguarding Policy Complaints Procedures Policy
- Pupil Personal Electronic Devices Agreement

KEY ROLES AND RESPONSIBILITIES

The governing board has overall responsibility for:





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- The implementation of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Evaluating the effectiveness of the policy and procedures.
- Reviewing the policy annually.

The headteacher has responsibility 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.

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 at school or travelling to and from school.

Pupils are responsible for replacing lost or damaged school property, 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.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Fitbits or similar devices
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video games, CD players, compact DVD players, MP3 players
- Portable internet devices, e.g. tablets, iPads





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- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing

ACCEPTABLE USE

Parents must complete the attached form which must have been approved by the Headteacher before a child brings a mobile phone or any of the personal electronic devices listed above to school. Pupils bringing personal electronic devices (including mobile phones and smart watches) into school must make their parents aware of this.

Mobile phones and smart watches must be switched off and handed in to the school office at the beginning of the school day and collected from the school office at the end of the school day. Any device that has not been approved by the Headteacher or has not been handed into the office will be confiscated and locked in the school office until the end of the day when it will be handed to the child's parent.

UNACCEPTABLE USE

Personal electronic devices must not be brought into school without the permission of the Headteacher.

Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

Under no circumstances will mobile devices or any other personal electronic devices be allowed in the toilets.

Personal laptops, mobile phones or tablets will not be plugged in to outlets on the school premises without the express permission of the headteacher, and they must have an up-to-date portable appliance test (PAT).

Staff and pupils will adhere to the Social Media Policy at all times.

Under the Voyeurism (Offences) Act 2019, it is an offence to use devices to record an image beneath a person's clothing without consent and will not be tolerated by the school under any circumstances. Any incidents will be reported to the DSL and handled in accordance with the school's Child Protection and Safeguarding Policy.

CYBERBULLYING

All personal electronic devices must be used in line with our Online Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy.

As part of our on-going commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of the curriculum.

SEARCHING





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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.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material, a staff member can confiscate the device and parents will be contacted.

Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable and parents will be informed.

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. If a pupil refuses to comply with these requests parents will be contacted.

PROCEDURES FOR BRINGING DEVICES INTO SCHOOL

- The Willows Catholic Primary School discourages pupils from bringing mobile phones, tablets or any other communication devices into school.
- If a pupil needs to bring a mobile phone to school, a request in writing needs to be made to the Headteacher from the parent.
- The phone must be clearly labelled with the child's name, switched off and given to the office on arrival at school.
- The phone must be collected at the end of the school day from the office. Should your child go to Breakfast Club it must be given to staff on arrival and they will pass the phone onto the office, if your child goes to After School Club the After School Club manager.
- The phone must not be used whilst on school premises will retrieve the phone from the school office..
- Where a pupil is found with a mobile phone (or any communication device) in school, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the device at the end of the day.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or any member of staff, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil/parents in the presence of a member of the Senior Leadership Team.
- Parents are advised that The Willows Catholic Primary School accepts no liability for the loss or damage to mobile phones or (any devices) which are brought into school.
- If a pupil needs to contact his/her parents/carers they will be allowed to use the school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.
- Parents/carers are discouraged from using their phones on the school premises including whilst on the playground waiting for the children.





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POLICY REVIEW

This policy is reviewed annually by the Headteacher, DSL and Computing Co-ordinator.

Any changes to this policy will be communicated to members of staff, parents and governors by the Headteacher.

The scheduled review date for this policy is May 2023.





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Mobile Phone Parental Consent Form

Dear Parent/Carer,

If your child needs to bring a phone to school, please complete the attached form to give your permission and explain the reason your child needs a phone in school. Please make sure that your child understands the school rules about mobile phone use. These are very important and are in place to protect all of our pupils.

School Rules on Mobile Phones

We **strongly discourage** pupils from bringing phones to school, as there is a risk of phones being lost, damaged or used inappropriately in school. Parents can always get a message to pupils by calling the school office.

- If a pupil has a need to bring a phone to school, their parent must complete this permission slip and return it to the school office.
- Phones must be turned off at all times on school premises (including on the playground before and after school).
- Pupils must hand their phone to the school office when they arrive at school. Their phone will be kept in the school office until the end of the school day.
- The school accepts no responsibility for loss or damage to mobile phones which are brought into school. Please avoid sending valuable phones to school if at all possible.
- Pupils' phones should be clearly marked with their name.
- If a pupil is found to be using a phone on school premises, this is a serious matter and will be dealt with in accordance with the school's Behaviour Policy.
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Whether at home or at school, please remember that mobile phones provide easy access to the Internet which is full of fantastic opportunities but can also be a very risky place. It is important that we all work together to keep children safe. We strongly recommend that you enable parental controls on your child's phone and talk to your child about how to stay safe online. This website has good advice:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

Thank you for your support.

Yours sincerely

Mrs S.A. Barnett
Head teacher





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PLEASE RETURN THIS PERMISSION REQUEST TO THE SCHOOL OFFICE.

MOBILE PHONE PARENTAL CONSENT FORM

I/we recognise that The Willows Catholic Primary School bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journeys to and from school. I/we understand that bringing a personal electronic device to school is a privilege that may be taken away if my child abuses it.

I agree to the terms of this policy and will discuss the responsibility of owning a personal electronic device with my child. I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

My child requires their mobile phone in school because

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We have read the policy and understand its implications.

Signed:

Date:

Parent of:

Year:

Approved

Not Approved

Headteacher's Signature:

Date:

