



# Personal Electronic Devices Policy

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## **Statement of intent**

**Hillside Primary School** 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.

## 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 **Hillside Primary School**
- 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.
- 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 **Hillside Primary School**.

## 2. Personal electronic devices

- 2.1. 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.).
- 2.2. **Hillside Primary School** acknowledges the increasing use of technology as part of the curriculum.
- 2.3. Parents/carers should be aware if their child takes a mobile phone or tablet to school.
- 2.4. **Hillside Primary school** accepts **no responsibility** for replacing lost, stolen or damaged mobile devices either at school, or travelling to and from school.

## 3. Acceptable use

- 3.1. Mobile devices should be switched off before entering the premises and kept in a designated place during the school day. They should be put in the designated place on entry to the school building and collected from this place on the way out.
- 3.2. Mobile phones should not be in view or be used anywhere in the school grounds.

## 4. Unacceptable use

- 4.1. Mobile phones are not to be used, in any way, on the school premises or at school events.

## **5. Sanctions**

- 5.1. Any pupil caught breaking the Personal Electronic Devices Policy will have their mobile device confiscated until the **end of the day**.
- 5.2. Confiscated mobile devices will be locked away securely in the **headteacher's office**.
- 5.3. Confiscated mobile devices must be collected by the pupil's parent/carer.
- 5.4. Serial breeches of this policy may result in this privilege being withdrawn.

## **6. Policy review**

This policy is reviewed at least every **two years** by the **headteacher**.



## Appendix 1: Pupil Personal Electronic Devices Agreement

### Pupil Personal Electronic Devices Agreement

I, \_\_\_\_\_ understand that having a personal electronic device in 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/Carer</b>	<b>Date:</b>

### Parental Personal Electronic Devices Agreement

I, \_\_\_\_\_ recognise that **Hillside Primary School** bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journey's to and from school. I agree to the terms of this policy and will discuss with them 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/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>