



Pupils' Personal Electronic Devices Policy

Date adopted: September 2023

Review Period: 1 year

Next review: September 2024

History of most recent policy reviews

Date	Review	Who is Responsible?
September 2023	Updated with new statutory guidance	DSL

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Statement of intent

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

Air Balloon Hill Primary School accepts that personal mobile phones and tablets are often given to pupils by their parents 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 may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

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

- Mobile phone
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing.

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 (2023) 'Keeping children safe in education
- DfE (2022) 'Searching, screening and confiscation at school'
- The Data Protection Act 2018
- The UK 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
- Behaviour Policy
- Online Safety and Social Media Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Online Safety and Social Media Policy Behaviour Policy
- Staff Personal Electronic Devices Policy
- Code of Conduct Policy

2. Roles and responsibilities

The governing body will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The headteacher will be responsible 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 Designated Safeguarding Lead (DSL) will be responsible for:

- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.
- Initiating and managing responses to incidents such as upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. 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 on school premises or travelling to and from school, and at school events.

Pupils are responsible for replacing school property they lose, damage or steal, 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.

4. Acceptable use

Pupils bringing personal electronic devices into school must make their parents aware of this.

Personal electronic devices will be switched off and stored in the school office during the school day.

Mobile phones will only be used for voice calls in emergency situations and with the express permission of a member of staff.

5. Unacceptable use

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school.

Unless express permission is granted by a member of staff, mobile devices will not be used to perform any of the following activities during the school day:

- Make phone or video calls
- Send text messages, WhatsApp messages, iMessages or emails
- Access social media
- Play games
- Watch videos
- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

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

Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework or exams, staff should provide their school contact details.

Under the Voyeurism (Offences) Act 2019, the act known as “upskirting” is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and staff) of any gender, can be a victim of upskirting.

A “specified purpose” is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim’s genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school’s Child Protection and Safeguarding Policy.

6. Cyberbullying

All personal electronic devices will be used in line with our Online Safety and Social Media Policy.

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

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons and the school’s Safe Kind and Respectful (SKR) weeks

7. 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. All searches will be conducted in line with the school’s Searching, Screening and Confiscation Policy.

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.

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.

Staff members will ensure they have a good reason to examine and delete data on a pupil’s electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm,

undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds indecent images of children, 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. If a pupil refuses to comply with these requests, this will be responded to in line with the Behaviour Policy.

8. Accessing and storing data

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.

Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.

All data access requests will be handled in line with the school's Data Protection Policy.

9. 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 headteacher's 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 Policy.

10. Monitoring and review

This policy is reviewed annually by the headteacher and DSL.

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

The scheduled review date for this policy is September 2024 .

Personal electronic devices agreement

If your child will be bringing their mobile phone to school, we ask that you complete the following form and return it to the office.

I understand that:

- My phone must be handed into my class teacher, school office or the Headteacher first thing in the morning to be locked away.
- My phone remains my responsibility and is left at my own risk.
- If I use my mobile phone on the school site, it will be confiscated and my parent or carer will have to collect it from the Headteacher.
- I understand that the online contents of my mobile phone may be searched by the school in line with the school's behaviour policy.
- I must not take or share images of anyone without their permission on the school site.
- 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.

Pupil:

Date:

Parent/carers:

Date:

