



WHITWORTH COMMUNITY HIGH SCHOOL

Pupils' Personal Electronic Devices Policy

Date effective from:	June 2020
Prepared by:	A Kewin
Date of next review:	June 2022

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Statement of intent

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

Whitworth Community High School accepts that personal mobile phones and tablets are often given to pupils by their parents. However, as a school, we do not allow mobile phones or other similar electronic communication devices onto school site as such devices pose inherent risks and may jeopardise the learning environment.

1. Legal framework

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

- **DfE (2018) 'Keeping children safe in education'**
- **DfE (2018) 'Searching, screening and confiscation'**
- **The Data Protection Act 2018**

1.2. This policy operates in conjunction with the following school policies:

- **Anti-bullying Policy**
- **Online safety Policy**
- **Data Protection Policy**
- **Child Protection and Safeguarding Policy**

2. Key roles and responsibilities

1.3. **The governing board** has overall responsibility for:

- The implementation of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/nationality, culture, religion, gender, disability or sexual orientation.
- Reviewing the policy **every two years**.

1.4. **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.

3. Ownership and responsibility

1.5. 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.

1.6. Pupils are responsible for replacing lost or damaged school property, including electronic devices.

4. Personal electronic devices

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

- Mobile phones
- 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

- 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
- Smart watches or equivalent

5. Acceptable use

- 1.8. It is clear from the Online Safety Policy that student mobile phones and other personal electronic devices are not allowed on school site

6. Spot checks

- 1.9. Student work should be stored on the school Google cloud. Any portable storage may be confiscated and analysed by the Headteacher, DSLs or members of staff authorised by the Headteacher.
- 1.10. Pupils may be electronically screened for mobile phones to comply with exam requirements (including for internal examinations such as “mocks”)
- 1.11. Pupils **WILL** be electronically screened for mobile phones on entry to the IE room
- 1.12. When a mobile phone has sounded during the course of the school day, students may be electronically screened to ascertain which student has the mobile phone that caused the disturbance.
- 1.13. Screening may also be undertaken as authorised by the Headteacher or DSLs.

7. Accessing and storing data

- 1.14. Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.
- 1.15. Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.

8. Sanctions

- 1.16. Any student seen with a mobile phone, whether using it or not, will have the item confiscated from them. The phone will be stored securely until the parent/carer arranges to collect it from the office.
- 1.17. Should any student be known to have used their phone in school, this item will again be confiscated and stored securely until the parent/carer arranges to collect it from the office.
- 1.18. Students needing to contact parents/carers may use a school telephone with a member of staff's permission.

- 1.19. If parents need to contact children urgently they should telephone the school office and a message will be relayed promptly.
- 1.20. Bullying via personal electronic devices will be dealt with in line with our **Anti-bullying Policy**.
- 1.21. Pupils caught taking mobile phones, smart watches or tablets into examinations will have their devices confiscated.
- 1.22. The incident will also be reported to the relevant examination authority and the student will risk being disqualified from additional examinations.

9. Policy review

- 1.23. This policy is reviewed every **two years** by the **headteacher** and **DSL**.
- 1.24. Any changes to this policy will be communicated to members of staff by the **headteacher**.
- 1.25. The scheduled review date for this policy is **September 2022**.

Pupil 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

Pupil	Date
Parent	Date
Class Teacher	Date

Parental Personal Electronic Devices Agreement

I, _____, recognise that **Whitworth Community High 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 Parent	Date
Class Teacher	Date