



ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES

Review Date: September 2020

Introduction

Over recent years there has been a huge culture shift regarding mobile phones AND personal electronic devices (PED). They are used by the general public as a useful tool for much more than just making phone calls. At Littlegreen School, we believe that we should be preparing young people to use modern technology in a safe and responsible way.

Pupils are not required to have a mobile phone/PED in school and we support parents who make the decision that this is not necessary by ensuring that pupils are able to use school landlines to contact parents in an emergency. Parents can, of course, contact school via the landline.

The decision to provide a mobile phone/PED to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the device and the potential use/misuse of those capabilities. Parents/carers should be aware that if their child takes a mobile phone/PED to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact.

It is the responsibility of pupils who bring mobile phones/PED's to school to abide by the guidelines outlined in this document.

Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.

Mobile Phone/Personal Electronic Device Policy

Pupils are not allowed to have mobile phones/PED's in school.

If pupils use a device during transport to and from school they should put it away before leaving the vehicle at the beginning of the day and not get it out until they are on transport at the end of the day.

All devices should be clearly marked with the pupil's name.

If pupils use their personal electronic device as a strategy to calm down we will find a suitable substitution. This may involve pupils having a playlist of music which they access on school devices, listening to music in designated parts of the school or loading a playlist onto a school i-pod.

Acceptable Use

- Mobile phones/PED's are switched off and kept out of sight during classroom lessons and while moving between lessons.
- Mobile phones/PED's are clearly marked with the pupil's name
- In cases of emergency parents/carer contact the school first so we are aware of any potential issue and may make any necessary arrangements
- The Bluetooth function of a mobile phone/PED is switched off at all times
- The 'Snap Maps' feature of Snap Chat is switched off at all times
- If a phone/PED is being used inappropriately pupils hand their devices to an adult when requested to do so
- Pupils protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to
- Phones/PED's are switched off and out of site before entering the school in the morning and not be switched on again until the pupil is on transport at the end of the day

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY

- Under JCQ regulations, mobile phones/PED's are banned from all examinations. Students must hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

Pupils must never take photos or film in or out of the classroom on a personal phone/PED. Using mobile phones/PED's to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given

Sanctions

Pupils who infringe the rules set out in this document will have their phones/PED's confiscated by a member of staff and may face disciplinary actions as sanctioned by the Headteacher. This may result in a pupil being banned from bringing a mobile phone/PED to school. If the phone/PED is being used inappropriately the pupil must give it to a teacher if requested.

- On the first infringement of this policy the mobile phone will be confiscated by an adult and taken to a secure place in the school office. A record will be made of the incident and the pupil will be able to collect the mobile phone/PED at the end of the school day.
- On the second infringement parents/carers may be asked to collect the phone/PED from school
- On the third infringement pupils will be banned from bringing their mobile phones/PED's into school

Depending on the seriousness of the first incident a ban may be put in place straight away.

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY

Approved/Ratified by Governors: September 2017

Review Date: September 2020

Please sign and return to school

Acceptable use of mobile phones/personal electronic devices agreement			
I have read and understood the school's policy regarding the use of personal electronic devices:			
Parent	Name:	Signature:	Date:
Pupil	Name:	Signature:	Date:
Headteacher's signature:			