



# Pupils' Personal Electronic Device Policy

At Greasley Beauvale Primary School, the Governors recognise the importance of ensuring equal opportunity for all children and adults. The Governors will continue to ensure that this is an essential element of all school policies and actions. The right to develop, learn and work in an environment free from discrimination is implicit in our school's ethos and embodied in its Vision.

## ***Our Vision:***

At Greasley Beauvale Primary School, our vision is for everyone to **reach their true potential, nurture their talents** and foster a personal **love of learning** through a **safe, engaging and challenging curriculum**. **We take notice of each other** and **strive to be healthy and happy in body and mind**. We **champion physical, emotional and mental wellbeing** to **promote the best outcomes for everyone** to **build a healthy future together**.

***At Greasley Beauvale Primary School, you are "Learning for Life" to "Paint Your Own Rainbow"***

This policy was updated in September 2025 and approved by the the Full Governing Body through the National College.

Nominated SLT member responsible for policy: Mrs Michelle Bates (Head Teacher)

Next Review Date: September 2027

## **Statement of intent**

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

Greasley Beauvale Primary Schools accepts that personal mobile phones, smart watches and tablets are often given to pupils by their parents to ensure their safety and personal security. However, school also understands that such devices pose inherent risks, can be distracting and may jeopardise the learning environment and the vision and values of the school.

As a school, we must strike a balance between personal safety and a suitable educational setting and ethos. We understand that parents may wish for their child to carry a mobile phone for their personal safety, or use a smart watch, whilst pupils may also 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 sustain an appropriate learning environment.

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

- Mobile phones
- Smart watches
- Portable internet devices and hand held devices e.g. tablets

## **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 2023'
- DfE (2022) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- 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 other school policies. For example, Acceptable Use Policy, Behaviour policy, Child protection and safeguarding.

## **Roles and responsibilities**

The governing board will be responsible for:

- The implementation of the policy and procedures.
- 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 Head Teacher 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.
- Reporting to parents, where there is a need beyond the role of the classroom teacher or wider year group staff.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the Head Teacher, in line with the Anti-bullying Policy and the Behaviour Policy.
- The day-to-day implementation and management of the policy contents.
- Reporting issues to parents.
- Storing personal electronic devices for the children during the school day, **but they will NOT be held responsible for their safety and will not be held accountable for devices being lost, stolen or damaged (see below).**

The DSL will be responsible for:

- Initiating and managing responses to incidents of unsuitable behaviour 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.
- Reporting issues to parents of a safeguarding nature and informing them of any referrals to social care.

Pupils are responsible for adhering to the provisions outlined in this policy. Pupils, and their parents and carers, allow devices in school at their own risk and show they understand and follow this policy through the signed agreement found at the end of this document.

### **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 (including at school events or being stored for safety) or travelling to and from school.***

Pupils may be responsible for replacing school property they lose, damage or steal, including electronic devices.

Pupils 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.

## Acceptable use

Pupils bringing personal electronic devices into school must make their parents and carers aware of this. Parents and carers are ultimately responsible for the devices and accept the conditions of this policy through a signed copy of the agreement attached in the appendix.

Personal electronic devices must be switched off from the moment that the children enter the school grounds and should not be switched on again until they leave the grounds at the end of their school day. Mobile phones should not be on and used by the children in the school grounds or building. Any calls to parents, carers, friends and/or family should be made before entering and/or after leaving the school grounds.

Upon entering school, at the very start of the school day, pupils are to ensure that their mobile phones (or electronic devices) are switched off and handed in to their class teacher for storage until the end of the day. ***Please see above for school policy on 'Ownership and responsibility'.***

The children are taught the following:

1. The children enter the gates and should turn their devices off
2. They walk through the playground and wait for the start of the day with their devices off
3. The teachers open the doors with their trays for phone or smart watch storage
4. The children enter classroom and hand in their phone at this point
5. The children are trusted with the above
6. If they don't follow the above, and use their devices in and around school (including the playground) they will be confiscated (see sanctions below)

## Unacceptable use

***Smart watches are not permitted for use during the school day.*** Greasley Beauvale Primary School define a smart watch in the following way:

***A smartwatch is a portable device that is designed to be worn on a wrist. They may use touchscreens, offer apps, be connected to a mobile phone, and have functions and capabilities that go beyond telling the time. Basic designs may include counting steps, recording your heart rate, counting calories, measure sleep patterns and assess other vital signs. More sophisticated devices can have advanced applications that also allow people to message, take and make calls, use photography, access music and connect to the internet.***

At Greasley Beauvale Primary School, we do not believe that it is the teachers role to investigate the make and model of all the different smartwatches on the growing market of today. Therefore, we do not allow digital watches with varying functions in school. As many can connect to phones and be used within the school day, this would be a safeguarding issue. Again, this is not for school staff to try and manage (even to

check if in flight mode). In addition, they can be an unnecessary distractions and associated issues surrounding (but not limited to) health assessment features, apps, games and photographs.

If children wear a smart watch to and from school, they are to hand it in to their class teacher at the start of the school day for storage until home time. ***Please see above for school policy on 'Ownership and responsibility'.***

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school. Mobile devices will not be used to perform any of the following activities whilst on school grounds:

- 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

Pupils will adhere to the Policy at all times.

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

If pupils fall ill during school hours, they will not use their mobile device to contact parents.

Under no circumstances will personal electronic devices be taken into tests.

Devices will be kept stored in classrooms with class teachers. They will be handed in by the pupil at the start of the school day and handed back out by school staff at the end of the school day.

Under no circumstances will mobile devices be used in changing rooms or toilets.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the headteacher, and they will have an up-to-date portable appliance test (PAT).

Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework, staff should do this through the parent and carer function using WEDUC.

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 teachers) 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.

## **Cyberbullying**

All personal electronic devices will be used in line with our Online Safety 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.

## **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 DFE's Searching, Screening and Confiscation guidance found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1091132/Searching\\_Screening\\_and\\_Confiscation\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf)

## **Accessing and storing data**

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited. Any inappropriate use of devices and searching will be identified by the schools' filtering and monitoring systems and followed up straight away using the school's behaviour policy and restorative practice. Parents and carers will be informed of any misconduct.

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.

## **Sanctions**

In the first instance, pupils will be asked to hand in their devices to the teacher as soon as they arrive at school and these will be stored in a tray within the classroom (detailed above in 'Acceptable Use').

Any pupil caught acting in a manner that contradicts this 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 or carer at the end of the school day.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy. Pupils caught taking mobile phones or tablets into tests will be banned from bringing personal electronic devices into school until the end of the school year.

### **Monitoring and review**

This policy is reviewed bi-annually by the headteacher/DSL.

This policy has been agreed by the full governing body following a consultation with them and staff.

Further reviews may take place if complaints are raised (either informally or formally) from a parent or carer.

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 2027.



## **Personal electronic devices agreement (to be completed electronically on WEDUC)**

### **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**

<b>Pupil</b>		<b>Date</b>	
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### **Parent personal electronic devices agreement**

I/we recognise that Greasley Beauvale Primary School bears no responsibility for personal electronic devices being lost, damaged or stolen on school property or on journeys to and from school.

I/we agree to the terms of this policy and will discuss the responsibility of owning a personal electronic device with my/our child based on the section that they signed above.

I/we understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy and following the DfE guidance shared.

#### **Signed by**

<b>Parent/carer</b>		<b>Date</b>	
<b>Parent/carer</b>		<b>Date</b>	

