



## St Mary's C of E Primary School Personal Electronic Devices Policy (Pupils) – Autumn 2018

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### **Introduction**

The purpose of this policy is to prevent unacceptable use of mobile phones & other personal electronic devices (PEDs) by pupils and thereby to protect the school, staff and pupils from exposure to potentially undesirable materials, filming, intimidation or harassment. This policy will operate with other school policies regarding safety and child protection. A PED includes all mobile devices, eg telephones, tablets, smart watches etc.

### **The Policy**

- The school strongly advise that mobile phones should not be brought into school, unless needed for exceptional circumstances which must be authorised by the Headteacher.
- Mobile phones that are brought into school should be turned off (not on silent mode) and handed to the class teacher at the start of the day and collected at the end of the day. Any pupil found with a mobile phone during school hours will have it confiscated and the device will be retained until a parent/carer collects.
- The school accepts no responsibility for the loss, theft or damage to any mobile phones & other PEDs whilst in the possession of the school.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils.
- Communication between parents/carers and pupils during the school day should only be through the school's official communication channels and not via a pupil's mobile phone. Parents and carers are expected to contact the School Office should they wish to relay a message to the pupil, whilst pupils wishing to contact home should also visit the School Office to do so.
- For school trips (both day trips and residential) in the event of an emergency the teacher in charge will contact the school in the first instance. The school will then contact the parent/carer if necessary. For contact from parent/carer to a pupil, the parent/carer must contact the school office with their message or concern. The school will contact the teacher in charge if necessary. Outside of school hours direct contact will be made with the families concerned, or alternatively families needing to make urgent contact with their child may communicate with the residential venue direct.

Policy written by: Katie Creedon (School Business Manager)

Next review due: Autumn 2019