

# St Matthew's CE (Aided) Primary School and Nursery Centre

## Electronic Device Policy



<b>Approved by:</b>	Approved and agreed by the Governing Body on 11/07/2024	<b>Written:</b> May 2024. Revised July 2024.
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## 1. Introduction and aims

At St. Matthew's C.E. (Aided) Primary School we recognise that electronic devices, including mobile phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible use
- Set clear guidelines for the use of electronic devices for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

Note: throughout this policy, 'electronic devices' refers to mobile phones, laptops, i-pads, wearable device and other similar devices.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing and adhering to this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher and Governing Body is responsible for monitoring the policy, reviewing it every year, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

### **3.2 Governors**

The Governing Body are responsible for monitoring the policy alongside the Headteacher. They review it each year, in-line with Child Protection and Safeguarding procedures.

## **4. Use of electronic devices by staff**

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. This also applies to all electronic devices (e.g. iPads, laptops, cameras).

### **4.1 Personal electronic devices**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal electronic devices while children are present in the school building. Use of personal electronic devices are restricted to the following areas of school (when no children are present):

- The staffroom
- The school offices which are not in the main part of the school building (not past the secure door into school from reception)
- The school car park.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during the school day for personal reasons. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide whether to allow for special arrangements, e.g. individual medical needs, in which case a risk assessment will be carried out. In most cases the device can be left with a member of staff who are in the admin offices, who can then alert the member of staff who needs to take their call. The school telephone number should be used for emergencies, e.g. family members, who need to contact members of staff. The school telephone number is: 01952 386260.

### **4.2 Data protection**

Staff must not use their personal electronic devices to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard). Staff should not use school electronic devices for personal data, e.g. banking, online shopping, social media.

### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal electronic devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

#### **4.4 Using personal electronic devices for work purposes**

In some circumstances, it may be appropriate for staff to use personal electronic devices, such as a mobile phone for work. Such circumstances may include, but aren't limited to:

- To use multi-factor authentication e.g. CPOMs (in the admin offices)
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In the circumstance of a trip, a member of staff will be allocated the responsibility of using one electronic device for work purposes. They will:

- Use their electronic device in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their devices to contact parents/carers. If necessary, contact must be made via the school office who will then contact parents/carers.

Staff will be asked to sign a code of conduct when taking children on school trips, supervised off-site activities etc. (Appendix 1)

#### **4.5 Work Electronic Devices**

A member of Afterschool Club staff will be provided with the school phone by the school for work purposes. It will also be used by first-aiders, when on duty.

Only authorised staff are permitted to use the school phone, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Staff will be asked to sign a code of conduct for using this phone (Appendix 3). A record will be kept of who uses the phone and when.

#### **Use of wearable devices by staff and visitors**

Wearable devices should not be worn in school by staff or visitors as they are electronic devices which have the ability to transfer data and/or images and have the ability to connect to phones and/or other devices. Wearable devices are treated the same as all electronic devices and are not permitted to be worn by staff or visitors. Staff failing to comply with this may incur disciplinary action.

## 4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 5. Use of electronic devices by pupils

Pupils should not use any personal electronic device during the school day. They are not to be brought into school. Any device brought into school will be kept securely in the school admin office and parents/carers contacted to collect it at the end of the day. If a device is required for a specific reason, a request will be made to the Headteacher by completing a form (appendix 4). If agreed, the device will need to be handed into the main school reception, where it will be kept securely until the end of the school day.

### 5.1 Use of wearable by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology .

Wearable devices should not be worn in school by pupils as they are electronic devices which have the ability to transfer data and/or images and have the ability to connect to phones and/or other devices. Wearable devices are treated the same as all electronic devices and are not permitted to be worn by pupils. If a pupil comes into school with a wearable device they will be asked to remove it and it will be kept in the school admin office for parents/carers to collect at the end of the school day.

### 5.3 Sanctions

If a pupil is in breach of this policy:

- The electronic device will be confiscated and held securely in the school admin office. Parents/cares will be contacted and asked to collect the device at the end of the school day. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

Staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if there is a good reason to do so.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## 6. Use of electronic devices by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. (Appendix 2 to be signed for visitors needing to use devices, e.g. speech and language therapists)

Parents/carers, visitors and volunteers will be informed of the rules for electronic device use when they sign in at reception or attend a public event at school.

At school events (Sports day, worship) permission will be given to use electronic devices by the Headteacher (or Senior Leader) to:

- Use any photographs or recordings taken for personal use only, and not post on social media without consent.

At events a senior member of staff will inform parents/carers of what they can do whilst at the event.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their electronic devices, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices. They will be asked to sign Appendix 1.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## 7. Loss, theft or damage

Staff, visitors and volunteers who bring their personal electronic devices to the school must secure their devices as much as possible, including using passwords or pin codes to protect access to the device's functions. Staff must also secure any work phone provided to them. Failure by staff to do so could result in data breaches. Personal electronic devices will be stored in the admin office in the cupboard provided, which is locked by the admin staff. Visitor electronic devices will be placed in a sealed bag, which will be labelled with the visitors name.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips.

Staff will be asked to sign to say that they agree to adhere to this policy. This record will be kept by the Business Manager. Visitors and volunteers will be told of the policy on arrival at the school. They will be given the choice to either leave their device out of school (e.g. in their car) or to have it locked securely in the cupboard by the admin staff. Electronic devices can be used in the admin offices, not past the secure door in the main part of the school. This allows for visiting external agencies to conduct meetings with school staff. If any devices are to be used when children are present, e.g. a laptop used to assess a child, a disclaimer will be signed at the school office (Appendix 2). Notices and this policy will be displayed in the school reception.

## 8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher. The Governing Body of St. Matthew's monitor and review this policy each year.

All members of staff will be asked to sign to say they have read and will adhere to this policy.

## 9. Appendix 1: Acceptable use agreement for staff and volunteers on trips and off-site activities

### St Matthew's CE (Aided) Primary School and Nursery Centre



*'I can do all things because Christ gives me strength' Philippians 4:13*

## Electronic device acceptable use agreement for staff and volunteers on trips and off-site activities

### Use of electronic devices on trips and off-site activities

#### I agree to:

- Keep my electronic device out of sight and not use when any children are present.
- Seek permission from the party leader to use the electronic device away from the children, if needed (e.g. to make an emergency telephone call)
- Keep my electronic device in a secure room/cupboard and not have on my person whilst working with children on a residential trip.
- Keep my electronic device on silent/vibrate/off at all times
- Not take photos or recordings of pupils or staff
- Not wear a wearable device

A full copy of our electronic device policy is available from the school office.

Please sign below and date to state that you abide by the above statements. If you do not agree you will not be able to use your electronic device in the school.

Name: \_\_\_\_\_

Role: \_\_\_\_\_ (e.g. volunteer, member of staff)

Trip/off-site activity attending: \_\_\_\_\_

Date(s): \_\_\_\_\_

Approved by (a DSL/Party Leader): \_\_\_\_\_ Date: \_\_\_\_\_

## 10. Appendix 2: Electronic device acceptable use agreement for visitors



St Matthew's CE (Aided) Primary School and Nursery Centre



*'I can do all things because Christ gives me strength' Philippians 4:13*

### Electronic device acceptable use agreement for visitors

#### Use of electronic devices in our school: Visitors

##### I agree to:

- Keep my electronic device on silent/vibrate/off while in the school
- Not take photos or recordings of pupils or staff
- Only use my device for the task I have been given approval for e.g. assessment of a child's needs.
- Not wear a wearable device whilst in the school.

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our electronic device policy is available from the school office.

Please sign below and date to state that you abide by the above statements. If you do not agree you will not be able to use your electronic device in the school.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Reason for using device: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by (a DSL): \_\_\_\_\_ Date: \_\_\_\_\_



## 11. Appendix 3: Use of school mobile phone acceptable use agreement for Extended School staff



St Matthew's CE (Aided) Primary School and Nursery Centre



*'I can do all things because Christ gives me strength' Philippians 4:13*

### Electronic device acceptable use agreement for Extended School staff

#### Use of school mobile phone acceptable use agreement for Extended School staff

##### I agree:

- To only use the school mobile phone for extended school use (to receive and make calls from parents/carers)
- Not to use the mobile phone for personal reasons e.g. online shopping, social media, internet searches, personal phonecalls etc.

Please sign below and date to state that you abide by the above statements.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Reason for using device: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

## 12. Appendix 4: Request for a pupil to bring their electronic device into school



St Matthew's CE (Aided) Primary School and Nursery Centre



*'I can do all things because Christ gives me strength' Philippians 4:13*

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	
<b>Date requested:</b>	

Please complete this form if you need your child to hand their electronic device (e.g. mobile phone) into school.

My child needs to bring their electronic device into school because:

Type of electronic device (e.g. mobile phone): \_\_\_\_\_

*Please note:*

This request will be given to the Headteacher.

If the request is agreed the child/parent/carer will need to bring their device into main reception to be handed to a member of admin staff, who will lock the device away securely. At the end of the day the electronic device needs to be collected from the main reception and taken out through the main door. This is to avoid any devices being taken into the main school. This request will need to be updated each term.

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Request agreed/not agreed</b>	
<b>Date to renew request:</b>	
<b>Headteacher signature:</b>	
<b>Date:</b>	