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## Personal Electronic Devices Policy

### Key roles and responsibilities

- 1.1. The governing body has overall responsibility for the implementation of the personal electronic devices policy and procedures of Tonacliffe Primary School
- 1.2. The governing body has overall responsibility for ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has overall responsibility for reviewing the Personal Electronic Devices Policy.
- 1.4. The headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.5. The headteacher will be responsible for the day-to-day implementation and management of the personal electronic devices policy and procedures of Tonacliffe Primary School.

### Personal electronic devices

- 2.1. Personal electronic devices include, but are not limited to, existing and emerging:
  - Mobile communication systems and smart technologies (mobile phones, iPhones, Smartphones, smart watches, internet-enabled phones, etc.).
  - Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
  - Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.).
  - Portable internet devices (mobile messengers, iPads, etc.).
  - Wireless handheld technologies or portable information technology systems (used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.).
- 2.2. Tonacliffe Primary School acknowledges the increasing use of technology as part of the curriculum.
- 2.3. Parents/carers should be aware if their child takes a mobile phone or tablet to school.
- 2.4. Tonacliffe Primary school accepts no responsibility for replacing lost, stolen or damaged mobile devices either at school, or travelling to and from school.

### **Acceptable use**

3.1. Mobile devices should be switched off before entering the premises and kept in the box provided by the school office (designated place). They should be put in the designated place on entry to the school building and collected from this place on the way out.

3.2. Mobile phones should not be in view or be used anywhere in the school grounds.

### **Unacceptable use**

4.1. Mobile phones are not to be used, in any way, on the school premises or at school events.

### **Sanctions**

5.1. Any pupil caught breaking the Personal Electronic Devices Policy will have their mobile device confiscated until the end of the day.

5.2. Confiscated mobile devices will be locked away securely in the headteacher's office.

5.3. Confiscated mobile devices must be collected by the pupil's parent/carer.

5.4. Serial breaches of this policy may result in this privilege being withdrawn.

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Policy reviewed September 2023

Policy to be reviewed by September 2024.

