

**CITY OF ROCHESTER SCHOOL
PERSONAL ELECTRONIC DEVICES POLICY**

This Policy, which applies to the whole school, is provided to parents, is available on request from the School Office and will be on the school website when it is established.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: November 2019
Date of Next Review: November 2020
Version No. 1
Policy No 19b: 003



Alicja Emmett
Headteacher



Claire Cooper
Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than November 2020, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

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1 Introduction:

- City of Rochester School accepts that personal mobile phones and tablets are often given to young people by their parents to ensure their safety and personal security.
- Mobile phones, digital music players and other personal electronic devices have become more widely available.
- As a school, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety, whilst young people may wish to bring additional devices to the school for other reasons.

2 Roles and Responsibilities:

- The trustees have overall responsibility for the implementation of the personal electronic devices policy and procedures of MAGIC (UK) Ltd
- The trustees have overall responsibility for ensuring that the personal electronic devices policy, as written, does not discriminate on any grounds, including but not limited to ethnic/national origin, culture, religion, gender, disability or sexual orientation
- The trustees have overall responsibility for reviewing the personal electronic devices policy periodically
- The Head Teacher has responsibility for handling complaints regarding this policy as outlined in City of Rochester School's complaints policy
- The Head Teacher will be responsible for the day to day implementation and management of the personal electronic devices policy and procedures of City of Rochester School

3 General Property:

- Young people are responsible for their own belongings
- Exercise books, planners, textbooks, electronic equipment, stationery and folders issued by City of Rochester School remain the property of City of Rochester School and should be treated as such
- Young people are responsible for replacing lost or damaged school property, including electronic devices.

4 Personal Electronic Devices: Personal electronic devices include, but are not limited to, existing and emerging:

- Personal Digital Assistants (PDA) (Palm organisers, pocket PCs etc)
- Mobile communication systems and smart technologies (mobile phones, iphones, smartphones, internet-enabled phones, smart watches 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)

City of Rochester School acknowledges the increasing use of mobile technology as part of the curriculum. Parents/carers should be aware if their child takes a mobile phone or tablet to City of Rochester School. City of Rochester School accepts no responsibility for replacing lost, stolen or damaged mobile devices either at City of Rochester School, or travelling to and from these services.

5 Acceptable Use:

- Mobile devices should either be switched off and kept out of sight during lessons, unless using the device as part of a lesson with the permission of their class teacher or support worker.
- Mobile phones should only be used for voice calls with the express permission of their parents, teachers or support workers and for emergencies only.
- Mobile devices should not be used in any manner or place that is disruptive to the normal routine of City of Rochester School
- Young people are responsible for protecting their own personal information including their phone number.

6 Unacceptable Use:

- Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during lessons, break or lunch times or any other educational or pastoral activities.
- Files should not be sent between mobile devices and Bluetooth and wifi functions should be disabled while on school property.
- If pupils fall ill during school hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures.

- Under no circumstances should mobile devices be taken into examinations.
- Under no circumstances should mobile devices be used in changing rooms or toilets.
- Personal laptops, mobile phones or tablets must not be plugged in to electricity outlets on City of Rochester School premises without the express permission of the Head Teacher and an up to date portable appliance test (PAT)
- Pupils may use a portable flash drive to transfer school service work subject to regular anti-virus checks and the express permission of the Head Teacher

7 Cyberbullying:

- At City of Rochester School, cyber bullying is taken seriously.
- Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy
- As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about online safety will take place as part of computing and PSHE within the school

8 Spot Checks:

- Any teacher, support worker or staff member may ask any young person utilising the school, to show them what they are doing on their mobile phone or tablet at any time on school property or during arranged outings under the supervision of City of Rochester School
- Any teacher, support worker or staff member may ask any young person utilising the school to give them their portable flash drive at any time
- Young people are required to comply with any request to check their mobile phone, tablet or flash drive
- Young people are required to comply with any request to disable the screen lock function of their phone and show any teacher, support worker or staff member what they are doing
- Young people are required to comply with any request to allow random anti-virus checks on any flash drive or portable storage device used in conjunction with City of Rochester School's computer systems

9 Accessing Data:

- Downloading and accessing inappropriate websites and data on the school's electronic devices is strictly prohibited
- Using the personal data of any young person or member of staff for non-work related activity is strictly prohibited
- More information about accessing data can be found in our Data Protection Policy

10 Sanctions:

- Using a mobile device is a privilege which can be revoked at any time
- Any young person caught breaking the personal electronic devices policy will have their mobile device confiscated until the end of the school day.
- Confiscated mobile devices will be locked away securely in the reception office
- Confiscated mobile devices must be collected by the young person at the end of the day/session. Repeated confiscation will result in parents/carers being asked to collect the device.
- Bullying via mobile device will be disciplined in line with City of Rochester School's Anti-Bullying Policy
- Pupils caught taking mobile phones or tablets into examinations will be banned from bringing devices into the school and will have their device confiscated until the end of term.

11 Monitoring:

- Compliance with the policies and procedures laid down in this document will be monitored by the trustees.
- The trustees are responsible for the monitoring, revision and updating of this document on a 1 yearly basis or sooner if the need arises.

12 Equality Impact Assessment:

This document forms part of City of Rochester School's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.