

## **Woodcroft Primary School**

### **Personal Device Policy 2022**

#### **Context**

At Woodcroft we are concerned about the issues related to the use of personally owned mobile devices within school. This includes, but is not exclusive to:

- Valuable items which can be lost, stolen or damaged
- Inappropriate use for cyberbullying
- Internet access on phones and personal devices can allow pupils to bypass school internet filtering platforms.
- Possible disruption to classroom activities
- Mobile phone cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of pupils or staff
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- The deliberate filming of events or people in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on social media websites.

#### **Policy**

1. No pupil is allowed a mobile phone on the school premises without authorisation from the Headteacher.
2. If a parent would like their child to bring a mobile phone into school they must complete a request form (see over) and return it to your class teacher.
3. Personally-owned devices must not be used in any way while on school premises.
4. Mobile phones and personally-owned mobile devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
5. Phones must be switched off before entering school premises and placed in the child's bag.
6. Any device seen while on school premises will be confiscated, held by the Headteacher and only returned to parents or carers thereafter.
7. Any device found to be switched on during the school day will be confiscated, held by the Headteacher and only returned to parents or carers thereafter.
8. Any pupil breaching the policy will be subject to appropriate sanctions outlined in the Behaviour Policy.
9. Any child bringing a device into school without a completed authorisation form will have it confiscated and it will only be released to parents or carers thereafter.
10. Parents must not attempt to contact their child via their mobile phone during the school day, but contact the school office.

**WOODCROFT PRIMARY SCHOOL**  
**Personal Device and Pupil Mobile Phone Authorisation Form**

Please can I request permission for \_\_\_\_\_ (print child's name) in class \_\_\_\_\_  
to bring his/her mobile phone/device into school.

The reason why a phone is needed to be brought to school by my child are ...

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I have read and agree to the school's policy on mobile phones and devices.

I understand that, if authorised, the device is the sole responsibility of the parent / carer and that a breach to the policy will result in confiscation and possible behaviour sanctions thereafter.

Signed Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

*Please return this form to the class teacher Thank you*