



## ELECTRONIC DEVICE POLICY

<b>Date of Last Review</b>	March <u>2024</u>
<b>Date of Next Review</b>	March <u>2025</u>
<b>Review period</b>	1 Year

***Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Electronic Device Policy

### **1. Introduction and aims**

At Tayyibah Girls' School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers;
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection;
- Data protection issues;
- Potential for lesson disruption;
- E-safety reasons including protection against cyberbullying;
- Risk of theft, loss, or damage;
- Appropriate use of technology in the classroom.

#### **1.1 Things that have happened in UK schools and why we need to ensure all our pupils and adults are safe:**

- Pupils contacting family members/ birth family against parental permission;
- Pupils taking pictures and videos of staff, creating memes and using VI to distort images, meaning and publishing online, leading to suspension and disciplinary action;
- Using images taken of other pupils for bullying and humiliation on social media;
- Sharing of personal data on social media inappropriately;
- Use of mobile devices for criminal activity including up-skirting, pornography and violent content accessed by children's own internet connectivity whilst in school;
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity;
- Inappropriate and violent games accessed and played which includes serious harm including 'suicide' challenges;
- Pornographic and violent interpretations of known children's cartoons etc. accessed inadvertently;
- Inappropriate and 'dangerous' material stored on personal devices by family members, then accessed without internet connectivity in school.

## 2. Roles and responsibilities

### 2.1 Staff

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy;
- All staff are being protected by the procedures in this policy;
- Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches;
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception;
- Staff need to use the Record of Concern About an Adult form should this policy be breached. These forms must be given/ emailed to the Head of School and/or the Executive Headteacher;
- The Executive Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Pupils

Electronic devices like Smartphones, MP3 players, Mobile phones, iPods, Smartwatches, Fitbit watches etc. are **not permitted** on the school premises.

- If a student is found carrying or using such an item on the school premises, the item will be immediately confiscated.
- Parents will be informed that the gadget has been confiscated. The item will only be If pupils need to be contacted during the school day, parents should contact the school office and leave a message with the School Admin Team.
- Parents need to gain consent from the school if it is an absolute necessity for their child to bring a phone (please see form). In this case only a **non-smart phone** only (phone without camera, recording and internet connection) should be provided.
- The child must ensure the phone is switched off at all times or risk confiscation
- It is the child's responsibility to look after their phone
- The school does not accept liability for loss, theft or damage to property including non-smart phones where parents believe this is required.

### 2.3 Visitors

For safeguarding purposes, all visitors will be requested to turn mobile phones off whilst on the school premises.

### 3. Confiscation

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006
- School staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if we have reason to believe the phone contains images, or if it is being/has been used to commit an offence or cause personal injury.
- If they are confiscated, parents/carers will be contacted to collect the phone/device returned to the parents personally.
- If a pupil repeatedly brings a smartphone into school it will be confiscated until the end of the term
- 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, 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.

# MOBILE PHONE PARENTAL CONSENT FORM

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I give permission for my child (name & year group) \_\_\_\_\_ to bring a mobile phone into school (**not** a smart phone).

Tick the appropriate response.

My child:

Travels on her own

Travels with another parent/carer

Travels with her schoolmates

Other: \_\_\_\_\_

My child uses:

Public transport  Walks  Car  Other \_\_\_\_\_

My child requires a mobile phone because

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My child is responsible for the phone and will switch the phone off during the school day.

I have read the policy on the school's website and understand its implications.

***Disclaimer: Phones are brought in at owners' risk. The school will not be liable for any damage, loss or theft of the phone.***

Print name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE ADMIN OFFICE**