



## **Personal Electronic Devices Policy**

### **Statement of Intent**

St Mark's CE Primary School accepts that personal mobile devices are often given to pupils 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 device for their personal safety, whilst students may wish to bring additional devices to school for other reasons.

### **Key Roles and Responsibilities**

- The governing body has overall responsibility for the implementation of the personal electronic devices policy and procedures at St Mark's CE Primary School
- 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.
- The governing body has overall responsibility for reviewing the Personal Electronic Devices Policy.
- The Headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy
- The Headteacher will be responsible for the day-to-day implementation and management of the personal electronic devices policy and procedures of St Mark's CE Primary School.

### **Personal electronic devices**

- 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 organisers, pocket PC, 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)
- St Mark's CE Primary School acknowledges the increasing use of technology as part of the curriculum.

- Parents/carers should be aware if their child takes a mobile phone device to St Mark's CE Primary School
- Parents/carers will need to complete a Pupil Personal Electronic Devices Agreement if they wish their child to have a personal electronic device in school
- St Mark's CE Primary School accepts **no responsibility** for replacing lost, stolen or damaged mobile devices either at school or travelling to and from school

### **Acceptable use**

- Mobile devices should be switched off before entering the school premises. They should be handed to the Class teacher or Mrs Oliver (school office) on entry to the school building. Mobile devices will be put in a labelled bag and stored during the day in a cupboard in the school office. Pupils will need to collect mobile devices from the school office at the end of the school day.
- Mobile devices should not be in view or be used anywhere in the school grounds

### **Unacceptable use**

- Mobile devices are not to be used, in any way, on the school premises, at school events or on educational visits without prior permission from the Headteacher

### **Sanctions**

- If a member of the staff has any suspicion that a mobile device brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the mobile device immediately to a member of staff and parents or carers will be informed. In circumstances where there is a suspicion that the material on the mobile device may provide evidence relating to a criminal offence the Headteacher will make a decision about whether to inform other agencies for further investigation and the parents or carers will be informed.
- Any pupil 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 school office
- Confiscated mobile devices must be collected by the pupil's parent/carer
- Serial breaches of this policy may result in this privilege being withdrawn

Date of next review - Autumn Term 2026

## Pupil Personal Electronic Devices Agreement

I, ....., understand that having a personal electronic device in school is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

Signed by

Pupil	Date
Parent/carer	Date

## Parental Personal Electronic Devices Agreement

I, ....., recognise that St Mark's CE Primary School bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journeys to and from school. I agree to the terms of this policy and will discuss with them the responsibility of owning a personal electronic device with my child (name).....  
 I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy

Signed by

Parent/carer	Date
Class teacher	Date