

St Dominic's School

Personal Electronic Equipment Policy (e.g. iPods, MP3/4 players, Nintendo DS, mobile phones)

No. G24

1: Aims and Objectives

1.1: The purpose of this policy is to outline the use of electronic equipment, e.g. MP3/4 players, ipod, handheld gaming devices, mobile phones, and other devices that allow access to the internet, such as the ipad and laptops during the waking day at St Dominic's School.

1.2 : These devices have the potential to disrupt the orderly operation of the school, and pose a safeguarding risk to the children and young people in our community; the school shares the concerns of parents when it comes to the dangers involved with young people and the internet.

1.3: It is the school's aim to provide every pupil and student safe and filtered access and guidance with a range of technology throughout the waking day curriculum.

2: Safeguarding of Pupils and Students

2.1: The school takes the safeguarding of its pupils and students very seriously, and with that in mind employs filters on the school network to filter out any unsavoury or inappropriate material. The school needs to draw parents' attention to the fact that we are unable to monitor the use of the internet on devices supplied by parents; therefore the school does not allow pupils in KS 2/3/4 to use any such device on the school site at any time.

2.2: In recognition of their steps towards independence and adulthood, sixth form students will be treated differently; please refer to section 5 of this policy.

2.3: For KS 2/3/4 pupils, the school does allow basic mobile telephones & mp3/4 players without built-in cameras and internet access to be brought in to school by residential pupils and day pupils who use these whilst travelling to and from school. The school does not allow these items to be used during the school day.

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3: School Day

3.1: KS 2/3/4 pupils; No handheld gaming device, MP3/4 player, ipod, ipad/tablet computing type device with enabled internet access or a built-in camera should be brought into school.

3.2: Pupils/Students wishing to use a laptop in school may do so with the lesson teacher's permission.

3.3: Pupils studying GCSE Photography may bring into school a camera, which should be handed over to the Art teacher at the beginning of the school day and can be collected at the end of the school day for day pupils or at the end of the week for residential pupils. The camera should only be used under the direction of the Art teacher.

3.4: For KS 2/3/4 day pupils, during the school day all basic mobile phones and mp3/4 players must be kept securely in the pupil's own school bag and not removed until travelling home.

4: Residential Day

4.1: As stated in 2.2, only basic mobile phones and mp3 players that do not have a built-in camera or internet access are allowed in school. All mobile phones must be handed into staff at bedtime and will be returned to the owner each evening after school.

4.2: Pupils/students who use their personal electronic equipment inappropriately risk confiscation of the item. Confiscated items will only be returned to parents/ carers.

5: Sixth Form Students

5.1: In order to differentiate between the sixth form students and KS 2, 3 & 4 pupils and in recognition of their steps towards independence, the school allows parents to supply students fully functional mobile phones and other electronic devices and to keep these items on their person overnight. If items are misused then this privilege will be withdrawn.

5.2: The sixth form students will be allowed to take their mobile phones and other devices to college each day.

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5.3: When a sixth form student is in school during the school day they must follow the same rules as the rest of the school and not use their phones or other devices at anytime during the school day, with the exception of a laptop type device which may be used with the teacher's permission. If students are found with a phone out on display in school; 6.3 of this policy will be invoked.

5.4: Before allowing students to have any mobile electronic device with access to the internet or a build-in camera (including phones) on the school site, the student and his/her parent must complete the sixth form mobile electronic device agreement.

6: Equipment security and safety

6.1: Any personal mobile device brought on to the school premises are done so at the student's/parent's own risk.

6.2: If parents of KS 2/3/4 chose to allow their son/daughter to take a basic mobile phone into school, the pupil/student mobile phone form (attached) must be completed, signed and returned to school before the phone is allowed on the school site. This form must include the pupil/student's mobile phone number and each item must be clearly and securely labelled with the owner's name.

6.3: Any pupil/student found using a mobile phone or other banned electronic device during the school day will have that item removed from them and will only be returned to a parent or carer in person at a meeting with a senior member of staff.

Original author: Paul Ludlow, Head of Pastoral Support, Safeguarding & Residential Care

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Authorised by: Paul Ludlow, Head of Pastoral Support, Safeguarding & Residential Care

Date to be reviewed: January 2014

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KS 2/3/4 Pupil Basic Mobile Phone Form:

- I agree that if I allow my son/daughter to bring a basic mobile phone to school, it will be one without a built-in camera or internet access. I understand that I take full responsibility for the insurance and naming of the item. If the item is lost or damaged whilst under the control of the school, I acknowledge that the school takes no responsibility for the item.
- I agree with the terms of the school policy on Personal Electronic Equipment and if my son/daughter misuses any of these items, I acknowledge that I will be expected to personally collect the item from school.

Name of Pupil:

Make, model and colour of basic mobile phone:

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Mobile telephone No:

Parent name:.....

Parents signed:.....

Pupil name:

Pupil signed:

Date:.....

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Sixth Form Mobile Device Form (Parents Section):

- I agree that if I allow my son/daughter to bring a mobile phone or other electronic device which may access the internet and/or has a built-in camera into school. I understand that I take full responsibility for the insurance and naming of the item. If the item is lost or damaged whilst under the control of the school, I acknowledge that the school takes no responsibility for the item.
- If I allow my son/daughter to bring a mobile phone or other electronic device which may access the internet and/or has a built-in camera into school. I understand that I will be responsible for the content and usage of this equipment.
- I give my permission for a School Child Protection Liaison Officer to search my son/daughters phone if they suspect any young person is in danger due to the content.
- I agree with the terms of the school policy on Personal Electronic Equipment and if my son/daughter misuses any of these items, I acknowledge that I will be expected to personally collect the item from school.

Name of Student:

Make, model of device/phone:

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Mobile telephone No:

Parent name:.....

Parents signed:.....

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Sixth Form Mobile Device Form (Student's Section):

- If I bring a mobile phone or other electronic device which may access the internet and/or has a built-in camera into school. I understand that I will be responsible for the content and usage of this equipment.
- I understand that I will follow school rules associated with the use of this equipment and if I misuse my equipment it may be removed from me.
- I give permission for a School Child Protection Liaison Officer to search my phone if requested.

Student name:

Student signed:

Date:.....