



LIFE Wirral Sports School Personal Electronic Devices Policy

This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from school office.

Document Details

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Responsible Area	Proprietor and Senior leadership team

Availability: This policy applies to all activities undertaken by the school, inclusive of those outside of the normal school hours and away from the school site and is inclusive of all staff (teaching, support and agency staff), pupils on placement, contractors, the Chief Executive Officer, the Advisory Board and volunteers working in the school. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy being required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Monitoring and review:

- This document will be subject to continuous monitoring, refinement and audit by the Headteacher.
- This policy was last reviewed agreed by the Advisory Board in September 2023 and will next be reviewed no later than September 2024 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Sarah Quilty
Headteacher

Alastair Saverimutto
Chief Executive Officer

This policy will be reviewed no later than September 2024, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

LIFE Wirral Sports School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

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1. Introduction:

- LIFE Wirral Sports 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 Headteacher has overall responsibility for the implementation of the personal electronic devices policy and procedures.
- The advisors 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 Headteacher and advisors 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 LIFE Wirral Sports School 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 LIFE Wirral Sports School

3. General Property:

- Young people are responsible for their own belongings
- Exercise books, planners, textbooks, electronic equipment, stationery and folders issued by LIFE Wirral Sports School remain the property of LIFE Wirral Sports 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 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)

LIFE Wirral Sports School acknowledges the increasing use of mobile technology. Parents/carers should be aware that if

their child takes a mobile phone to LIFE Wirral Sports School, LIFE Wirral Sports School accepts no responsibility for replacing lost, stolen or damaged mobile devices either at LIFE Wirral Sports School, or travelling to and from these services.

5. Acceptable Use:

- **Students can travel to and from school with a mobile phone so that they can keep in contact with parents.**

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 the school day or during any other educational or pastoral activities. Mobile phones will be locked in a portable safe upon arrival at LIFE Wirral Sports School and will remain locked away for the duration of the school day.
- Files should not be sent between mobile devices 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 LIFE Wirral Sports 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 LIFE Wirral Sports 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 PSHEE 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 an electronic device at any time on school property or during arranged outings under the supervision of LIFE Wirral Sports 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 their device.
- 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 LIFE Wirral Sports 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:

- 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 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 LIFE Wirral Sports School's Anti-Bullying Policy
- Pupils caught taking mobile phones or tablets into examinations will be banned from bringing devices into the school

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11. Monitoring:

- Compliance with the policies and procedures laid down in this document will be monitored by the advisory board.
- The advisory board 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 LIFE Wirral Sports 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.