



MAGNUS  
CHURCH OF ENGLAND  
ACADEMY

# Students' Personal Electronic Devices Policy

Date policy last reviewed: December 2024

Date of next review: December 2025

Signed by:

A Martin

Principal

Date: December 2024

M O'Connell

Chair of Governors

Date: December 2024

## **Vision**

**Developing people of good character who achieve excellence and make a positive contribution to their communities.**

## **Mission**

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

## **Our Core Values...**

*All our work will be underpinned and driven by the following core values:*

### **Determination**

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

**“Run in such a way that you may win” 1 Corin 9 v 24**

### **Integrity**

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

**“ We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man” 2 Corin 8 v21**

### **Ambition**

- Have the belief and drive to succeed, placing no limits on what can be achieved

**“ I can do all things through Christ who strengthens me” Phillips 4 v 13**

### **Humility**

- Recognise and respect the value of everyone and celebrate success together.

**“Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4v2**

### **Compassion**

- Comfort and support all those in need and offer grace to all in our community.

**“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8**

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## Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to students.

Magnus Church of England Academy accepts that personal mobile phones and tablets are often given to students by their parents to ensure their safety and personal security, but understands that such devices pose inherent risks and may jeopardise the learning environment whilst at school.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst students may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by students in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Headphones and earbuds
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Searching, screening and confiscation at school'
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- The Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for principals and school staff' This policy operates in

conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Social Media Policy
- Behaviour Policy
- Staff Code of Conduct Policy
- Records Management Policy
- Bring your own devices Policy

## 2. Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The principal will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and students of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the principal, in line with the Anti-bullying Policy and the Behaviour Policy.

The Designated Safeguarding Lead (DSL) will be responsible for:

- Initiating and managing responses to safeguarding incidents linked to the use of electronic devices with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Students are responsible for adhering to the provisions outlined in this policy.

### **3. Ownership and responsibility**

Students are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Students are responsible for replacing school property they lose, damage or steal, including electronic devices.

Students and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

### **4. Acceptable use**

Students bringing personal electronic devices into school must make their parents aware of this.

Personal electronic devices must be switched off and kept in the inside pocket of a student's blazer or in their bag, and out of sight whilst on the Academy site. This includes before school and after school, until students have left the school site.

If a student needs to get in contact with a parent or carer during the school day due to an emergency, they must report to the pastoral office. The pastoral team will arrange for the call to be made to the parent or carer using the academy phone.

Students may wish to use their personal electronic device at home to access ClassCharts. This will allow them to see their timetable, homework, behaviour points and attendance. In school, students can access ClassCharts at break and lunchtime via computers in the library.

### **5. Unacceptable use**

Students are not permitted to use their electronic devices anywhere on the school site without express permission from a member of staff.

Unless express permission is granted, mobile devices will not be used to perform any of the following activities whilst on school grounds:

- Make phone or video calls
- Send text messages, WhatsApp messages, iMessages or emails
- Access social media
- Play games
- Watch videos
- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

Staff and students will adhere to the Social Media Policy at all times.

Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

If students fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures. This is to report to the pastoral office or first aid, where contact with parents will be made using the academy phones.

Under no circumstances will personal electronic devices be taken into examinations. Devices will be kept in bags, or handed to a member of staff for safekeeping during the examination.

Under no circumstances will mobile devices be used in changing rooms or toilets.

Personal electronic devices will not be plugged in to outlets on the school premises without the express permission of the principal, and they will have an up-to-date portable appliance test (PAT).

Staff will not give out their personal contact details to students. If correspondence is needed between staff members and students for homework or exams, staff should provide their school contact details or use ClassCharts. If students are contacting staff via their school contact details or ClassCharts, they must speak respectfully and politely at all time.

Under the Voyeurism (Offences) Act 2019, the act known as “upskirting” or “downblousing” is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both students and teachers) of any gender, can be a victim of this crime.

A “specified purpose” is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim’s genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of this nature will be reported to the DSL and handled in accordance with the school’s Child Protection and Safeguarding Policy.

## **6. Cyberbullying**

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school’s ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

## **7. Searching students**

School students have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

The extent of a search involves outer clothing only; this includes clothing not worn next to the skin such as hats, gloves, scarves, and shoes. Desks or bags can also be searched for any item if the

student consents. The search can still be carried out if the student does not consent if staff reasonably believe the student possesses a prohibited item.

If a student has breached the policy and used their mobile phone or tablet (or any other prohibited personal electronic device) on school site, the device will be confiscated. The length of the confiscation is dependent on the number of offences.

If a student has breached the policy and used their mobile phone or tablet on school site, a staff member may ask a student to show them what they are doing on their mobile phone or tablet if they reasonably believe that the student is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a student's electronic device and delete them if necessary.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable.

Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the student being searched. A witness to the search must be present; this should also be a staff member of the same sex as the student being searched.

Students are required to comply with any request to check their electronic device.

Students are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any student who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

All spot checks will be conducted in line with the school's Searching, Screening and Confiscation Policy.

## **8. Accessing and storing data**

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.

Storing and using the personal data of any student or member of staff for non-work-related activity is strictly prohibited.

All data access requests will be handled in line with the school's Data Protection Policy.

## **9. Sanctions**

Any student caught acting in a manner that contradicts the policy will have their personal electronic device confiscated for the following periods of time:



	Sanction	Support
1 <sup>st</sup> Offence	Confiscated for the remainder of the day	Parents notified of confiscation via Class Charts with a reminder of the sanction for a repeat misconduct.
2 <sup>nd</sup> Offence	Confiscated for the remainder of the day and overnight until 3:15pm the following day.  Alternatively, parents may collect the phone from Reception prior to 4:30pm	Warning letter sent with reminder of sanction if behaviour is repeated.  The letter will include the option to hand the phone in each day to prevent any further overnight confiscations.  Parent informed via Class Charts.  Parental contact with Head of Year.
3 <sup>rd</sup> Offence	For the remainder of the day, and then every day until 3.15pm for the remainder of the term. (student must hand their phone in to reception each day)	Parent informed via Class Charts. Parental meeting with Head of Year.  Student must hand phone in each morning and collect at the end of each day for the remainder of the term.
Any subsequent offences will be dealt with by the Senior Leadership Team and an appropriate sanction		

These will be reset at the start of each term (Autumn/Spring/Summer).

Confiscated personal electronic devices will be locked away securely in the school safe.

Confiscated personal electronic devices will be collected by the student's parent for 2<sup>nd</sup> and 3<sup>rd</sup> offences.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy.

Students caught taking mobile phones or tablets into examinations will need to have a meeting with a senior member of staff, in addition, to the sanctions listed above. They may also risk being disqualified from additional examinations.

## 10. Monitoring and review

This policy is reviewed annually by the principal, vice principal and DSL.

Any changes to this policy will be communicated to members of staff, parents and students by the principal.

The scheduled review date for this policy is December 2025.

