

PLYMSTOCK SCHOOL

Electronic Device Policy 2023/2024

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Reviewed:	September 2023
Next Review:	September 2024

Our Ambition

To empower our young people, through education, to have the knowledge and skills they need to be successful in life and make a positive difference to their communities.

Our Vision

Achieve Excellence through Curriculum and Culture.

Our Values

Be Kind - We **value and respect every person equally**; always **treating others with courtesy and consideration** and **displaying empathy, tolerance and kindness** in all that we do.

Work Hard - We **demonstrate a commitment to our school and wider community, making the most of opportunities available** and are **dedicated and willing to apply great effort to achieve our very best**.

Aim High - We **act with courage and value integrity above all**. We have **high ambition of ourselves and others, demonstrating determination, resilience and grit** in the face of opportunity and challenge. **We never give up!**

Aims and Purpose

- To support a culture of disruption free classrooms and maximise student learning.
- To support students arriving punctual to lessons.
- To encourage a learning environment where students positively and respectfully engage with each other and build positive relationships, without the distraction of electronic devices.
- To encourage students to be responsible for their own actions and belongings.
- To create a safe environment where online behaviour and conduct is

Electronic Device Expectations

Plymstock School is a no electronic devices school. Once students have entered the school site, electronic devices are not allowed to be used.

Electronic devices should be turned off and in bags before students enter the school site (entrance gates) and not used until they leave the school site

Our policy follows a, **'We see it, We hear it, You lose it'** approach

1st occasion per half term:

Staff issue a negative point on Class Charts (electronic device breach)

Staff will instruct the student to hand in their device.

The item will be safely stored in the pastoral hub and students are expected to collect it at the end of the school day.

2nd occasion per half term:

Staff issue a negative point on Class Charts (electronic device breach)

Staff will instruct the student to hand in their device.

The item will be safely stored in the pastoral hub and students are expected to collect it at the end of the school day.

Parent/carers will be contacted to inform them of the electronic device breach.

Further occasions:

This could result in further outcomes for failure to meet the school expectations and the electronic device could be requested to be collected by a parent/carer or handed in at the start of each school day for a set period of time.

Persistent misuse of electronic devices – Safety Plan

Where there are concerns regarding persistent or inappropriate misuse of electronic devices which are linked to safeguarding students and staff, it may be necessary to implement a safety plan. This is a agreed plan between the school, student and parent/carers which clearly identifies actions that will be taken to mitigate any known risks.

If students adhere to the guidelines in this policy there will be no further outcome for using an electronic device other than confiscation.

Sixth Form

Sixth Form students' electronic devices will only be confiscated should they use it outside their designated areas. In this instance the electronic device will be taken to the Sixth form Office. Parent/carer collection or a requirement to hand it in at the start of each School day for a set period of time is unlikely to be necessary. However, we reserve the right to review this for repeat cases.

Refusal to cooperate

If a student refuses to hand over an electronic device that has not met the 'We see it, We hear it, You lose it' approach, a member of the Senior Leadership Team will then meet with the student to follow this up. This can lead to further outcomes for non-compliance.

Electronic devices must not be used to

- Contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Store and/access inappropriate/undesirable imagery or material, including those which promote pornography, violence or bullying of any description;
- Record, take or share images, video and audio on any electronic device (unless otherwise explicitly agreed by the Head Teacher or a member of the Senior Leadership Team Team);

- Record, take or share any images, video and audio of other students or staff at the School.

The School will search electronic devices should they consider the content to be related to any of the above points.

It is the responsibility of students who use electronic devices in connection with School Learning or School business to abide by the guidelines outlined in this document. It is a privilege to use such devices on the School premises and for School purposes and therefore, students who contravene these guidelines will lose the right to use any electronic devices on School premises or for School use outside the School.

As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk. Staff may examine any data or files on an electronic device they have confiscated as a result of a search, as defined in paragraph 57, if there is good reason to do so.

Emergency situations

In case of an emergency, a student will be given permission to use their mobile phone under supervision only and this will take place in an office area where possible.

Students may also access School telephones via the School offices should they need to make contact with a parent/carer or in the event of an emergency.

Parents/carers are requested that in cases of emergency they contact the School first so the School are aware of any potential issue and may make the necessary arrangements. The School Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through School Reception also reduces the likelihood of disrupting lessons inadvertently.

Electronic devices that are found in the School and whose owner cannot be located should be handed to the School Reception. The School accepts no responsibility for replacing lost, stolen or damaged electronic devices. The School accepts no responsibility for students who lose or have their electronic devices stolen while travelling to and from School.

Searching electronic devices

- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.
- This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device.

- In determining whether there is a 'good reason' to examine the data or files, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
- Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.
- If a staff member does not find any material that they suspect is evidence in relation to an offence and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.
- If the data or files are not suspected to be evidence in relation to an offence, a member of staff may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.

Online Behaviour Incidents

The way in which pupils relate to one another online can have a significant impact on the culture of the school. Plymstock School believes the same standards of behaviour should occur online and everyone should be treated with kindness, respect and dignity, and this is underpinned by KCSIE 2022 and the schools Online Safety policy. The school will sanction pupils when their behaviour online poses a threat or causes harm to another pupil, and/or could have repercussions for the orderly running of the school, when the pupil is identifiable as a member of the school or if the behaviour could adversely affect the reputation of the school.

Confiscation as a disciplinary penalty

Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Further information

- Searching, screening and confiscation advice for Schools July 2022