



West Byford Primary School

Personal Electronic Devices Policy

(Updated 22nd September 2020)

West Byford Primary School recognises that mobile phones and other electronic devices are increasingly becoming essential in the daily lives of our students. The use of mobile phones is **restricted** under the terms of this policy. Other electronic devices such as portable game consoles and iPods are **not permitted**.

Guidelines

The guidelines of this policy refers to the use of mobile phones, Mp3 players, laptop computers, personal tablets, iPods and other electronic devices such as portable game consoles and DVD players on the school site.

Requirements

Mobile Phones:

- For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.
- Mobile phones may be brought to school by students to maintain contact with parents due to afternoon commitments, health issues, travel or safety etc.
- Mobile phones are to be switched off and handed to the Administration Office at the beginning of the school day. Students are required to sign a register to confirm they have dropped off and collected their phones. **The school accepts no responsibility for the safe keeping of devices if brought to school.**
- Mobile phones are not to be kept in student bags.
- Mobile phones are not to be switched on and used during the day.
- Parents who need to leave a message for a student during the day will contact the Administration rather than use the student's mobile phone.
- Any mobile phone used inappropriately by a student will be removed from the student and secured in the Administration Office. Parents will be contacted and asked to collect the phone from Administration. Students will receive a 'Major' behaviour infringement notice for using a mobile phone inappropriately at any time. Suspension will be considered for a serious breach.
- Students must put their smart watches in 'airplane mode' so phone calls and messages cannot be sent or received during the school day.