



Personal Mobile Device Policy

Approved By:	Full Governing Body
Date:	Oct 2022
Review Date:	Oct 2023

- Pupil's mobile devices are to be checked in at the School office of the school and not given to class teachers at the start of the day.
- All mobile devices, including but not limited to, mobile phones, that are considered as necessary for the child to be able to communicate, or otherwise, either side of the school day, will be given in to the school administrator.
- The school administrator will take the device and immediately place it in the fire proof container, checking that it has been turned off. The child or parent will sign to say the device has been given in and also sign again when collecting the device at the end of the day. The device will then be kept in a secure location within the school office.
- At the end of the day, after the bell has rung and the class teacher has dismissed the class, the pupil will be able to return to the office to retrieve their phone where the administrator will return it to them. The device will only be returned to the pupil who gave it in that morning or to the pupils parent/ carer. If this is not possible, the device will be retained until such person can retrieve the device.
- No mobile device is allowed to connect to any DESC network.
- Even though devices will be taken from pupils before the first bell of the day, and returned after the last bell of the day, the use of personal devices by children will not be allowed on school premises without school permission. This includes the making of calls, taking of photographs, playing of music, or any other communications the device may be able to make with others.

- Children will be breaking the school acceptable use agreement they have signed up to if they decide not to follow this policy. Such an incident will be taken very seriously by the school.
- The only reason that personal devices will be allowed past the school office will be if the class teacher has invited them into the classroom, or for trips offsite, for the benefit of pupil or class learning. If this is the case then the class teacher will write to parents stating when and why this facility is being made available. Pupils will still be expected to follow the school e-safety policy in such circumstances and the following point still applies.
- **The school will not be held responsible for any damage to devices whilst in their care, and parents allowing their children to bring them to school, do so entirely at their own risk.**

This policy is in conjunction with:

- Acceptable Use Policy
- Anti Bullying Policy
- Behaviour Policy
- DESC Acceptable Use Policy
- E-Safety Policy

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