



Policy Statement

This policy is relevant to all pupils from Nursery to Year 8, during the school day, and should be read in conjunction with the following policies:

- Personal Laptop Usage – pupils
- Cyber bullying

Introduction: Purpose and Aims

At Foremarke, we endeavour to ensure that all pupils are able to gain access to the support and resources that will allow them to fulfill their academic potential and this may include the use of portable electronic devices (PEDs). It is not our intention to ban PEDs in school, but to effectively manage their use and for pupils to take responsibility for their safety and appropriate use. If they are required for academic purposes, PEDs will be provided by the school.

Due to the multi-functionality of PEDs, this policy differentiates between functions and not devices. The word ‘portable’ refers to hand-held devices up to and including tablets such as the iPad in size, but not laptop or netbook computers.

Parents and pupils should note that, due to their high monetary value, Foremarke **does not encourage the presence of PEDs on its premises**, and that the School is not liable for any loss or damage to these devices on the School site, at any time. All valuables, including PEDs are brought onto the site at the owner’s discretion and risk.

Implementation

General

- No pupils in Pre Prep or Lower School should have PEDs in school unless it is specifically recommended by the Head of Learning Enhancement. If this is the case, a parent/pupil contract should be completed and the rest of this policy then applies.
- Pupils in Upper School are only permitted to have a PED in school once the parent/pupil contract has been received, and permission has been granted by the Head of ICT. A list of these pupils, and the device that they have been given permission to use, will be made available to all teaching staff.
- All PEDs are the responsibility of the pupil/parent who should ensure that appropriate insurance and safeguards are in place, to include accidental damage. The school insurance does not cover PED’s belonging to pupils.
- There may be occasions when pupils are permitted to take PEDs on long journeys/residential trips. The trip leader should give consideration as to the safety of these devices at the destination as a part of the trip planning.
- All pre-downloaded material on the PED must be age-appropriate.
- Whilst in school, responsibility for PEDs lies solely with the pupil.
- PEDs in school are for personal use only and must not be loaned or shared.
- Pupils must seek permission from the member of staff supervising them before

attempting to use a PED. Permission must not be assumed.

- PEDs must only be used for school-related activities under the supervision of a member of staff.
- The permission is given on an individual basis and only lasts until the end of that lesson/session.
- If a teacher gives permission for a device to be used for one purpose, then the pupil may not assume permission for other purposes: e.g. a tablet which is being used to read a book may not then be used as a word processor unless the teacher specifically gives their permission.
- Use will be monitored by all staff.
- PEDs must not be used to access the Internet.
- Pupils must not use PED's to photograph or record another person whilst at school.
- PEDs must not be taken into changing rooms/toilets etc.
- PEDs must not be charged in school.
- Any pupil in breach of any part of this policy will have their device confiscated and the privilege to bring these devices into school may be withdrawn. In addition, they may be disciplined according to the school's policy.
- Confiscated devices will be placed away safely in the school office and may be collected by parents or houseparents.

Mobile Phone Calls

- Pupils are not permitted to have, or use, mobile phones during the school day.
- Boarders are permitted to have mobile phones outside of the school day and in accordance with boarding policy.

Reading

- Pupils are permitted to use PEDs to read pre-downloaded eBooks.
- All pre-downloaded eBooks should be age-appropriate.
- Staff should monitor for use of appropriate reading material.

Translation

- PEDs may be used by some pupils as an electronic dictionary/translator.

Digital Photography

- Digital photography must not be used at any time unless on a device provided by the school.

Music

- Many PEDs have the facility for music to be played. Playing music on a PED is not permitted in school and will only be allowed when on long journeys/residential trips and when expressly permitted by the member of staff in charge.

Games

- Many PEDs have the facility for games to be played. Playing these games is not permitted in school and will only be allowed when on long journeys/residential trips and when expressly permitted by the member of staff in charge.

Review

The 'Portable Electronic Devices' policy is the responsibility of the e-Safety committee and

will be reviewed according to the school's policy review cycle.

Last Revised: Summer 2016

Next Review: Summer 2018