

# Electronic Device Policy

Amended: June 2019

Approved by Governors: September 2019

Review date: June 2020

Reviewing Panel: Standards, Staffing and Curriculum (SSC)

**Disclaimer:**

**Woodlands School is not in any way responsible for the repair or replacement of any electronic device a pupil may bring to school. A pupil bringing an electronic device into school do so at their own risk.**

Woodlands School's policy on electronic devices is designed to ensure that the use of such devices does not interfere with teaching and learning during the school day unless specifically required by a member of staff.

Electronic devices include, but are not limited to, mobile phones, digital cameras, camcorders, IPODS, PDAct, Kindles, MP3 players, tablets, headphones and memory sticks (not all highlighted). Some of these devices may be used as part of the teaching and learning process, with prior teacher authorisation. These devices should not be visible and / or audible during the school building.

Pupils are allowed to possess mobile phones on site. However, all electronic devices must not be used in the school building.

If pupils are in possession of mobile phones or other banned electronic devices during the administering of tests or public examinations, these exams will be deemed invalid.

Pupils participating in field trips, extra-curricular activities and athletic events must get permission from their teacher or instructor before using electronic devices during such events.

All electronic devices must be fully charged before school, as pupils will not be able to charge them at school.

Any inappropriate access to electronic communications will be dealt with following the school policies.


Any phone communication during the school day will take place on school telephones as authorised by administrative personnel with the exception of emergency situations deemed by the Head teacher. **PARENTS / CARERS SHOULD CONTINUE TO CALL THE SCHOOL FOR ANY EMERGENCY SITUATION.**

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Use of an electronic device is a privilege that may be forfeited by any pupil not abiding by the terms of this policy. Pupils shall be personally and solely responsible for the security of their electronic devices. **Neither Woodlands School nor its employees shall assume any responsibility for theft, loss, transfer, use or damage of any electronic device or its unauthorised use.**

Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Signed:  \_\_\_\_\_ (Headteacher) Dated: 9<sup>th</sup> September 2019

Signed:  \_\_\_\_\_ (Chair of Governors) Dated: 9<sup>th</sup> September 2019