

Dear Parents/Carers,

It has come to our attention that an increasing number of pupils are bringing their personal devices to school, these range from mobile phones, smart/Android watches to ipads. A number of our older students are also seeking help from staff to learn how to use their devices better, which we are planning to address through ICT lessons and at some point you may be asked to give permission for pupils own devices to come into school, as this learning will need to take place using the actual devices the pupils have at home.

It is fine for pupils to bring their devices in, as I know many pupils use them on transport to and from school, but you must make sure that the devices are covered on your home insurance. Whilst we will make every effort to ensure that the pupils understand how to keep their device safe/secure at school either keeping them in their individual lockers or a locked cupboard in the classroom with class staff having responsibility for the key. However we cannot accept responsibility for loss and/or damage of any pupil's personal electronic device.

Permission for pupils to bring their personal devices into school will be withdrawn if they are seen using them at any point during the school day and taking photos of staff and other pupils is strictly prohibited in school, on educational visits.

I attach a copy of the 'Use on personal devices contract' which will be signed by you, school and the pupil, so we can manage and equip pupils with the knowledge of how to use them safely.

Yours sincerely,

Sarah Crouch

Deputy Head teacher

GRANTA SCHOOL PERSONAL DEVICES AGREEMENT



THE SCHOOL WILL

- Offer all pupils a broad, balanced, relevant and appropriately differentiated lessons on; How to use their device safely and appropriately, how to perform basic and more advanced functions.
- Insist pupils store their devices including Smart/Android watches in their individual lockers (secondary pupils), or a locked cupboard in the classroom (primary pupils), during school hours.
- Let you know on the same day if there are problems with their son/daughter's inappropriate use of their personal electronic device or watch.
- Keep you informed about specific lessons on e-safety, use of devices or watch .
- Provide parent workshops on the topic of e-safety.
- Inform you of activities you have a right to request your child is withdrawn from (e.g. if you do not want your child to bring their personal device into school for a specific lesson) and will provide positive activities in their place.

THE PARENTS / CARERS

I / WE WILL

- Make school are aware when my child brings in a personal device to school.
- Ensure my child's personal device is covered within my home insurance.
- Accept the school's policies on internet, photo/video usage.
- Work in partnership with the school in all areas of my child's education regarding e-safety and using a personal device and share any relevant information which might affect them and keep the school informed of any changes.
- Not contact my child on their personal device during the school day, but know I can make contact with them via the school office.
- Mark my child's device with their name.

Signed: (Parent/Carer) Date

Signed: (Head Teacher) Date

THE PUPIL

I WILL

- Tell a member of staff when I have brought a device or smart/Android watch into school.
- Leave my device or smart/Android watch in my locker or a locked cupboard in the classroom for the whole school day.
- Understand that if a member of staff sees me using my personal device or smart/Android watch during the school day, they will remove it from me until the end of the day.
- Attend lessons on e-safety and how to use my device or smart/Android watch safely.
- Talk to an adult, as soon as I am worried about something on my personal device or smart/Android watch.
- Protect my phone number and write down who I have given it to.
- Not take photos/video of other pupils or staff in school, on educational visits.
- Not use my device or smart/Android watch to bully other pupils.
- Not have any inappropriate photos, videos or messages on my phone, or smart/Android watch or device.

- Signed: (Pupil) Date
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- Signed: (Head Teacher) Date

Reviewed: September 2017

Next Review: September 2018