



*inspirans flammam
posteritatis*

**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

**P15.2 - PERSONAL PORTABLE DEVICE
POLICY
(INCLUDING EYFS)**

THIS POLICY MAY NEED TO BE ARCHIVED SINCE THE SCHOOL NOW DEPLOYS 1:1 DEVICES FOR YEARS 4-6. SINCE DEPLOYMENT WE HAVE NO CHILDREN IN THE SCHOOL USING E-READERS OR BRINGING THEIR OWN PERSONAL DEVICES TO SCHOOL. MOBILE PHONES ARE ONLY ALLOWED FOR Y6 CHILDREN TRAVELLING TO AND FROM SCHOOL.

Other than a basic read-only (non-cellular) eReader for which an eReader Usage Application Form, (Annex I), must be completed and signed-off by the Head, children are not permitted to bring personal portable devices into school unless the following policy has been applied.

Some children with special educational needs have particular difficulties recording and presenting their ideas using pen or pencil within a given time frame. The school has decided, in consultation with external specialists, that such children might benefit from use of a portable device in school.

Children will be allowed to use their own portable devices in school if the following conditions have been agreed and met:

1. The School's SENCo, in consultation with the Head, parents and children, has agreed the use of a portable device. This will usually be on the recommendation of an educational psychologist or other appropriate professional.
2. The child must be able to type at a speed and level of accuracy that is equal to, or preferably at a higher level, than their speed of handwriting. In order to use a portable device successfully in lessons, children will need to be familiar with the workings of their portable devices and competent in their use. It is recommended that children should undertake sufficient touch typing courses, supported with practice at home and the use of a portable device for agreed homework tasks prior to using the portable device at school. They must be familiar with the software on their portable device and procedures for its use and storage of work.
3. All equipment must be securely labelled.
4. The parents undertake to ensure fitness for purpose of the portable device and ancillary equipment.
5. The parents take responsibility for ensuring that the portable device and ancillary equipment are adequately insured, on a fully comprehensive all risks policy.
6. The portable device will be charged at home and should arrive at school fully charged, with sufficient battery life for required use at school.
7. The portable device should be clean of anything that may hinder the child's ability to use it at school.
8. If the portable device has a webcam or camera they should be disabled.
9. When in school the portable device should be used exclusively for schoolwork and no other purpose.
10. The school reserves the right to curtail the use of the portable device in school should, in the opinion of the school, any of the above conditions not be met.

11. The school reserves the right to inform a child's prospective future school that a portable device is currently being used for academic work.
12. The parents, child and SENCO have signed the Use of Personal Portable Device Agreement Form (Annex 2)

GENERAL PROCEDURES FOR USE OF THE PORTABLE DEVICE IN SCHOOL:

These will be discussed and specifics agreed for each individual child at a meeting with the child's parents, class teacher and SENCO.

1. Portable devices are to be taken home every evening unless otherwise specifically agreed.
2. No child, other than the owner, will be allowed to use the portable device.
3. Staff will decide, in consultation with the child, when the portable device may be used for each individual lesson, and when the spellchecker is to be active.
4. The school's on-line safety policy is to be complied with.
5. Homework may be typed, unless instructions to the contrary have been given.
6. A standard font will be agreed with the child's teacher / SENCo for use at school.
7. Work on the portable device should be double spaced to allow space for marking, when required by the teacher.
8. Internal and external school examinations may be taken on the portable device with the permission of the SENCo and the Head. This will require the recommendation of an educational psychologist or other appropriate professional.
9. If the portable device is to be used in an examination, **all equipment is to be checked by Rosemead's ICT technician before the examination commences.** Use of the spellchecker and thesaurus will be in line with current QCA guidelines.
10. The child's family are ultimately responsible for the portable device being ready for use at school. If technical or physical problems arise with the portable device, the child should be prepared to resume traditional methods of recording and seek help at home to get the issue/s sorted out.

MOBILE PHONES

Children are not permitted to bring mobile telephones in to school unless there are extenuating circumstances, such as the child travelling to or from school unaccompanied. In such circumstances a mobile telephone form (ANNEX 3) must be completed and authorised before the telephone can be brought in.

eREADER USAGE APPLICATION FORM

Name of child: Class:

I would like to apply for permission to bring a basic read-only eReader into school and accept that it will:

- be clearly labelled
- not contain any unsuitable material
- not be used in class unless a teacher has given permission
- not be loaned to any other child
- be used responsibly
- remain my responsibly at all times and that the school will have no liability for its loss or damage
- be charged at home and not at school

In signing this form I agree to the above conditions.

Make of eReader:.....

Model:.....

Signed: (Parent)

Date:

Signed:(Child)

Date:

Authorised by:

Signed: (HEAD)

Date:

USE OF PERSONAL PORTABLE DEVICE AGREEMENT FORM

Name of child: Class:

I agree to the conditions and procedures set out in the Rosemead Preparatory School Personal Portable Devices Policy.

Signed: (Parents) Date:

Signed: (Child) Date:

Signed: (SENCO) Date:



MOBILE TELEPHONES

Child's Name

Class

I would like to request that my child be allowed to bring a mobile telephone to school because of the following extenuating circumstances:

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Make of Phone:

Mobile Number:

Signed: (Parent)

Date:

I understand that I must hand the telephone in to the school office as soon as I arrive at school and collect it at the end of the school day after I have been dismissed from the playground. I will ensure that I do not turn the telephone on until I have stepped off the school premises.

Signed:(Child)

Date:

Authorised by:

Signed: (Headmaster)

Date:

N.B.

Mobile telephones are brought to school at the owners' risk.

The School does not hold insurance for personal property brought to school and it cannot pay for any loss or damage to such property.