



# Personal Electrical & Electronic Equipment Policy

*As a Rights Respecting School we recognise Article 24 'Every child has the right to the best possible health' from the UN Convention of the Rights of the Child.*

**Review Date:** January 2019

## **Introduction**

This policy sets out the principles for all St Peter's Primary School students and staff using personal electrical equipment and electronic equipment with mains connection, in school.

## **General principles**

Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.

Equipment used in the school should be purchased by the school and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.

The school aims to provide staff and students with all essential equipment required.

Personal electrical or electronic device are used at the owner's risk. It is the user's duty to be responsible in the upkeep and protection of the device. St Peter's Primary School will not be responsible for personal devices which are damaged or lost whilst at school.

The School will not provide technical support for personal devices.

Access to the school wireless facility is accordance with the school's ICT Acceptable Use Policy.

## **Requirements for use – Personal Mobile Phones & Hand Held Devices**

Pupils are permitted to bring to school mobile telephones or hand held devices.

During the working day, these are to be handed into the school office. If being used during the school day, items will be confiscated and returned to parents at the end of the day.

Use of personal devices is governed by the school's ICT Acceptable Use Policy.



For staff, all plugs and connecting leads for personal devices must be PAT tested as part of the school's PAT testing annual programme or the item can only be charged by connecting it to a school PAT tested laptop or PC.

### **Requirements for use – Laptops and iPads**

Staff are permitted to bring laptops and ipads into school if they are supporting their work.

### **Requirements for use – Other Electrical Equipment**

Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the Site team who will carry out a check.

Any electrical item which is donated to the school on a permanent basis should be notified to the ICT team prior to it being brought into school. It will be given an initial check and then be PAT tested as part of the routine PAT testing annual programme.

Any item failing a visual check or a PAT test must be removed from use immediately.