



# Personal Electrical & Electronic Equipment Use Policy

## Ravensbury Community School

Updated: by L Thewlis

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### 1. Introduction

1.1 This policy sets out the principles for all Ravensbury Community School pupils and staff using personal electrical equipment and electronic equipment with mains connection, in school.

### 2. General principles

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

2.2 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.

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

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

2.5 The School will not provide technical support for personal devices and these MUST NOT be connected to the network.

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

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

3.1 In exceptional circumstances pupils are permitted to bring to school mobile telephones or hand held devices, but do have to hand them in at the school office.

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

3.3 Pupils must bring personal devices to school fully charged: they are not permitted to recharge these on the school premises.

3.4 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.

### **4. Requirements for use – Laptops, Chrome books and iPads**

4.1 Staff using personal laptops and iPads during lesson time which are not essential, should request permission from the Headteacher before using them.

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

5.1 In exceptional cases, staff may wish to bring to school an item of electrical equipment which requires a plug to be connected to the mains e.g. a music amplifier. This will require permission from the relevant person before it is used and a check made by the SBM.

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

5.3 Any electrical item which is donated to the school on a permanent basis should be notified to the Caretaking 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.

5.4 Any item failing a visual check or a PAT test must be removed from use immediately and the Caretaker notified. These will then be destroyed and a record kept.