



Personal Electrical & Electronic Equipment Use Policy

Review Date: February 2020

1. Introduction

1.1 This policy sets out the principles for all Social Arts for Education students 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 within SAFE should be purchased by SAFE and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989. Staff may bring in personal chargers at the discretion of management, but these must be PAT tested.

2.3 SAFE aims to provide staff and students with all essential equipment required.

2.4 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. SAFE will not be responsible for personal devices which are damaged or lost whilst at school,

2.5 SAFE will not provide technical support for personal devices.

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

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

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

3.2 During lesson times, use of these is at the discretion of staff.

3.3 Students must comply with any request from staff regarding the use of equipment and failure to do so may result in losing their technology privilege.

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

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

3.6 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 and iPads

4.1 Students are permitted to bring laptops and ipads into school if they are supporting personal study.

4.2 Students must bring their laptop/iPad to school fully charged and are not permitted to recharge these on the school premises.

5. Requirements for use – Other Electrical Equipment

5.1 In exceptional cases, students 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 subject teacher before it is used and a check made by competent staff.

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

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

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