

TREVI GLAS COMMUNITY COLLEGE**Mobile Devices POLICY****Rationale**

Mobile phones and mobile devices are a feature of modern society and most of our students own them. Increasing sophistication of mobile phone and mobile device technology presents a number of issues for schools and colleges:

- the high value of many phones and mobile devices
- the integration of cameras and recording devices into phones and mobile devices, leading to potential child protection/data protection issues
- the potential to use the phone and mobile device at inappropriate times i.e. for texting whilst on silent mode

It is not realistic to prohibit phones and mobile devices being brought to college, nor is it logistically possible for schools or colleges to collect phones or mobile devices in each morning and return them in the afternoon. It is, therefore, our policy to allow students to have a mobile phone and mobile device with them in college under the conditions outlined in the policy below.

Policy

1. Phones and mobile devices must not be used for any purpose (i.e. phoning, texting, surfing the internet, taking photos, checking the time) between the hours of 8.20 a.m. and 4.30 p.m. Students are not permitted to use personal digital equipment, including mobile phones, cameras, 'smart watches' for any reason including to record images of students, staff and others. Students and staff must have permission from the Headteacher or Deputy Headteachers before any image can be uploaded for publication
2. The sending of inappropriate text messages between any member of the college community is not allowed. Users bringing personal devices into college must ensure there is no inappropriate or illegal content on the device
3. Phones and Mobile devices must always be switched off (not on silent mode) and kept out of view.
4. If a student breaches these rules the phone or mobile device will be confiscated and given in to Student Services. A Parent/Guardian will need to collect the phone or mobile device from the reception office where either a Head of House member or a Senior Leadership Team member will return it. Alternatively devices can be returned to students on a Friday at 12.30.
5. Phones and mobile devices must not be taken into examinations under any circumstances.
6. It is also requested that students use mobile devices appropriately on college transport. Inappropriate use of mobile devices on college transport will not be sanctioned

Examination Boards' Ruling on Mobile Phones

Possession of a mobile device (phone, watch etc) or other unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification

Introduction of unauthorised material into the examination room, for example, mobile phone or other similar electronic devices (including iPhone, iPod, MP3/4 player/'smart watch')

- not in the candidate's possession but makes a noise in the examination room - **Warning**
- in the candidate's possession but no evidence of being used by the candidate - **Loss of marks**
- in the candidate's possession and evidence of it being used by the candidate - **Disqualification**

This policy should be read in conjunction with the college's other policies, in particular the Behaviour Policy (available on college website www.treviglas.net) and the ICT and data policy.

Emergencies

If students need to contact parents or carers, they will be allowed to use a college phone.

If parents need to contact children urgently they should phone the college office and a message will be relayed promptly.

Responsibility for mobile phones and mobile devices:

College accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones or mobile devices. It is the responsibility of parents and students to ensure mobile phones and mobile devices are properly insured.