



# **PERSONAL MOBILE DEVICES POLICY**

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## Introduction

Whilst we recognise the benefits of developing reasonable and responsible habits in regards to technology use, this is not the primary purpose of education, nor is it possible to supervise and moderate students' use of their devices during social times. We take our duty of care to safeguard our children very seriously; our Wi-Fi network is able to block certain sites, however the wide availability of mobile networks means we can no longer guarantee the safety and security of internet access whilst students are in our care. This policy will enable staff to focus on our primary purpose of educating the students and they will have more opportunities to improve their ability to develop their social skills and interact with others.

We understand that many parents and students use their devices to make arrangements before or after College and as a result students are still allowed to bring them onto the site. The College accepts no responsibility for any mobile devices brought into College and those who choose to bring them in are responsible for them and bear the responsibility for any losses.

*Mobile phones and other electronic devices will not be allowed to be seen, heard or used on the College site between 8:20am and 3:00pm. They must be switched off and kept in bags or lockers.*

## Roles and Responsibilities

### All Staff will

- Model appropriate behaviours in regards to their mobile phone usage;
- Confiscate any device seen or heard between 8:20am and 3:00pm, and deliver it to reception where it will be available for collection at the appropriate time (see Appendix A);
- Follow up any clear breaches of this policy which are brought to their attention.

### Reception Staff will

- Record all confiscations on Go4Schools;
- Communicate these to parents/carers, either via phone call, email, from [mobiles@lvc.org](mailto:mobiles@lvc.org), or letter (see Appendix A);
- Ensure the device is signed for upon collection.

### Students must

- Not use their devices for recording any images (still or moving) or accessing/viewing inappropriate content whilst on the College site;

- Ensure that their devices are switched off from 8:20am, as they are heading to registration, and remain off until 3:00am. It is not sufficient for the device to be switched to silent;
- Store their devices in their bags or lockers throughout the College day, from 8:20am to 3:00pm;
- Sign the College agreement before using any personal device permitted to support their learning. (see Appendix B)

### **Parents/Carers should**

- Remind their children of this policy if they permit them to bring a mobile device into College;
- Contact the College reception via telephone, or email, if an emergency arises or they need to get an urgent message to their child. Direct contact with students via a mobile phone is a breach of this policy and the 'Home-School Communications Policy'.
- Acknowledge any communication from the College with regards to a confiscation in a timely manner;
- Support the College when transgressions of this policy occur.

### **Visitors will**

- Support the College by using their mobile in a responsible manner.

## **Legislation & Guidance**

The legal position of the College in relation to confiscation of mobile devices is in line with [Searching, Screening and Confiscation](#) advice issued by the Department for Education.

**Appendix A Confiscation Process and Communications to Parents/Carers**

When it is necessary to confiscate a device, this will be left at reception for collection as detailed below. This confiscation process covers one academic year.

1 <sup>st</sup> Offence	<p>Collection at the end of the day by student at reception.</p> <ul style="list-style-type: none"> <li>• Logged on Go4Schools;</li> <li>• Email sent to parent/carer;</li> <li>• Parents/carers should email the College to acknowledge the confiscation and notify the College if they have any concerns about the implications of future incidents.</li> </ul>
2 <sup>nd</sup> Offence	<p>Collection after a full week by the student, unless collected earlier by parent/carer from reception.</p> <ul style="list-style-type: none"> <li>• Logged on Go4Schools;</li> <li>• Parent/carer is telephoned on the day the device is confiscated and letter is given to them upon collection;</li> <li>• Parent/carer, or student if collected after the full week, to sign slip confirming they understand future sanctions for further misuse and have received the device;</li> </ul>
3 <sup>rd</sup> Offence*	<p>Collection after a full week, without early collection by parent/carer.</p> <ul style="list-style-type: none"> <li>• Logged on Go4Schools;</li> <li>• Parent/carer is telephoned on the day the device is confiscated and letter is given to them upon collection;</li> <li>• Parent/carer will be invited in for a meeting to discuss further action to be taken/sanctions beyond the above should any further transgressions occur.</li> </ul>

\*Further transgressions will lead to additional sanctions and a meeting/conversation with parents/carers may be necessary.

Mobile Devices are any portable technology that has the ability to access the internet, send or receive messages, record images or play games/music.

Appendix B

## Use of Personal Technology - Student Agreement

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Following assessments carried out by the Learning Support Department it has been agreed that I may use a laptop/tablet, henceforth referred to as a 'device'. This must be used for tests and exams and in class when appropriate and practical. This will be considered my 'normal way of working'.

This permission is granted and must be used according to the conditions below:

- The device is to be used in lessons for educational purposes only and its use will be directed by the teacher.
- The device should only be used to access the remote desktop, via <http://access.lvc.org/>. This will keep both myself and my work safe - my internet use will be filtered and monitored and my work will be backed up every evening. The exception to this is when specific software is only available on the device.
- Work must be provided for the teacher in the form requested and it is my responsibility to ensure the teacher receives it, whether this is by printing or emailing the work. This applies to all work, both in lessons and homework.
- I understand that the use of the device is also covered by the 'Code of conduct for the use of technology' and that 'The college accepts no responsibility for any mobile technologies brought in and those who choose to bring them into college are responsible for them and bear the responsibility for any losses' (see Student Handbook).
- I understand that where a school computer is available I will use this unless I need specific software that is only on my device.
- Inappropriate use of my device in lessons will be dealt with according to the school behaviour policy. Repeated misuse could lead to more serious consequences, such as loss of internet or removal of this opportunity.
- It is my responsibility to ensure that the device is fully functioning, including fully charged, and virus-free ready for use every day.

I have read the agreement, including the related policies, and agree to adhere to them.

**Signed:** \_\_\_\_\_

(Student)

**Date:** \_\_\_\_\_

I support the use of a laptop for my child and agree to the conditions outlined above.

**Signed:** \_\_\_\_\_

(Parent)

**Date:** \_\_\_\_\_