

# LINTON VILLAGE COLLEGE

## PERSONAL MOBILE DEVICES POLICY

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Member of staff with responsibility for review:	Tim Darby
This policy was consulted with:	SLT & LGB
This policy was consulted with external unions (HR policies)	N/A
This policy was distributed to:	

## Introduction

In February 2024 the Government released their [Mobile phones in schools guidance](#) which prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones throughout the school day.

This policy is aligned with the Government's guidance to support with the safeguarding the College community and to minimise distractions from and disruptions to learning.

Students are encouraged to make use of personal mobile devices to support with independent learning outside of the school day. However, during school hours, personal mobile devices are not permitted to be used. This includes the use of smart watches which, if worn, must be disconnected from mobile phones and the internet.

This policy position enables staff and students to focus on teaching and learning and helps support staff in fulfilling our safeguarding responsibilities. It also encourages students to develop social skills that enable them to interact effectively with others.

We understand that many parents and students use their devices to make arrangements before or after College and, to support with this, 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 both following the policy and the device itself, and as such they bear the responsibility for any losses.

*Mobile phones and other electronic devices are not to be seen, heard or used on the College site between 8:25am and 3:00pm. They must be switched off and kept in bags or lockers.<sup>1</sup>*

<sup>1</sup> *The only exceptions to this rule are listed below:*

- *Students with medical needs who use their device to monitor medical conditions with consent from the Head of Year or SENCO.*
- *Students for whom English is an Additional Language and use their device for translation purposes to access the curriculum with consent from the Head of Year or SENCO.*
- *Students with educational needs who use their device to support with their learning with consent from the SENCO. (see Appendix B)*

## **Roles and Responsibilities**

### **All Staff will**

- Model appropriate behaviours regarding their mobile phone usage. This means refraining from checking or using their mobile phones in lessons or in communal areas in view of students.
- Confiscate any device seen or heard between 8:25am and 3:00pm, place it in an envelope with appropriate details completed, and deliver it to Reception where it will be available for collection at the appropriate time (see Appendix A). Reception will confirm how many times the device has been confiscated.
- Follow up any clear breaches of this policy which are brought to their attention.
- Apply for special consent from their SLT line manager in advance of requesting to use mobile devices in lessons where they are integral to the students' learning and there is no alternative available. These lessons will have appropriate signs in place to indicate this consent has been granted.

### **Reception Staff will**

- Record all confiscations on Go4Schools including the appropriate comment for parents.
- Notify the Head of Year of any student who has their phone confiscated more than 5 times during an academic year.

### **Students must**

- Ensure that their devices are switched off from 8:25am, as they are heading to registration, and remain off until 3:00pm. 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 8:25am to 3:00pm. It is not sufficient for the device to be in their pocket.
- Switch off the device and hand it to the member of staff immediately when found to be failing to comply with this policy. Failure to do so will be treated as defiance and may result in additional sanctions.
- Not use their devices for recording any images (still or moving) or accessing/viewing inappropriate content whilst on the College site.
- 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 device is a breach of this policy and the 'Home-School Communications Policy'.
- Acknowledge any communication from the College with regards to a confiscation and notify the College of any safety concerns regarding consequences for any possible future transgressions by their child.
- Support the College when their child fails to follow this policy.

### **Visitors will**

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

## **Legislation & Guidance**

For further information on the use of mobile devices in schools please read the [Mobile phones in schools guidance](#) published by the Government in February 2024.

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**.

All of the following will be logged on Go4schools and emails will be sent to the parent/carers. Any refusal to comply

<b>Offence</b>	<b>Actions/Consequences</b>	<b>Messages on Go4schools</b>
1 <sup>st</sup>	<p><b>Confiscation</b> Until the end of the day, when the student can collect the device.</p>	<p>Following today's confiscation, we would appreciate your support with upholding our policy and ask that you discuss the Personal Mobile Devices Policy with your child; this can be found on the College's website. If they are likely to forget to comply with these expectations, we suggest they set a weekday alarm for 8:20am to give them time to switch off their device and put it in their bag or locker.</p> <p>If this happens again, they will also receive an Afterschool Detention as well as the confiscation.</p>
2 <sup>nd</sup>	<p><b>Confiscation</b> Until the end of the day, when the student can collect the device.</p> <p><b>Consequence</b> Afterschool Detention</p>	<p>Following today's confiscation, we would appreciate your support with upholding our policy and ask that you discuss the Personal Mobile Devices Policy with your child again. If they are likely to forget to comply with these expectations, we would again suggest they set a weekday alarm for 8:20am to give them time to switch off their device and put it in their bag or locker.</p> <p>If this happens again, they will be expected to hand their device into reception for the next five College days and receive an Afterschool Detention.</p>
3 <sup>rd</sup>	<p><b>Confiscation</b> Until the end of the day, when the student can collect the device and the device is to be handed into reception daily for one full week and collected at the end of the day.</p> <p><b>Consequence</b> Afterschool Detention</p>	<p>Following today's confiscation, we would appreciate it if you can remind your child of the importance of meeting our expectations and remind them to hand their phone into reception for the next five College days.</p> <p>If this happens again their device will be confiscated for a full week, unless you are able to collect it any earlier. If you wish to collect this earlier, they will be expected to hand it into reception for the remainder of these five days.</p>

4 <sup>th</sup>	<p><b>Confiscation</b> Confiscated for a full week, when the student can collect the device. Early collection by parent/carer permitted.</p> <p><b>Consequence</b> Afterschool Detention</p>	<p>Following today's confiscation, we would appreciate it if you can remind your child of the importance of meeting our expectations. If you are able to collect the phone before the full week has passed please do remind your child to hand it into the reception for the remainder of the week.</p> <p>If your child fails to meet our expectations again this academic year their device will be confiscated for one full week without any early collection. In addition to this they will be placed in Social Isolation for one lunchtime.</p>
5 <sup>th</sup>	<p><b>Confiscation</b> Confiscated for a full week with no early collection by parent/carer.</p> <p><b>Consequence</b> 1 lunchtime Social Isolation</p>	<p>Following today's confiscation, we would appreciate you reminding your child of the importance of meeting our expectations. You will be able to collect their device after one full week has passed.</p> <p>If they fail to meet our expectations again this academic year their device will be confiscated for one full week without any early collection. In addition to this, any future failure to meet the College's expectations will be treated as defiance.</p>
6 <sup>th</sup> *	<p><b>Confiscation</b> Confiscated for a full week with no early collection by parent/carer and then the device is to be handed into reception daily for one full week and collected at the end of the day.</p> <p><b>Consequence</b> 1 day in Isolation</p>	<p>Following today's confiscation, we would appreciate the opportunity to talk you about this latest failure to meet our expectations with regards to personal mobile devices. You will be able to collect their device after one full week has passed.</p>

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

Mobile Devices are any portable technology that can access the internet, send or receive messages/calls record images or play games/music; this includes smartwatches.

## Use of Personal Technology to Support Learning - 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', to support my learning. This may be used in class when appropriate and practical, and for any tests/exams. 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 support learning and connected to the Internet via the College's Student Wi-Fi network. 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 home learning.
- 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 College 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 a review of my access which could include removal of this support.
- 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: \_\_\_\_\_

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

(Student)

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

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

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