

reigate•college

**Mobile Phone Policy
2015-16**

1 Positive factors relating to the use of mobile phones by students

The College recognises that there are many positive factors relating to the use of mobile phones by students, for example, in increasing their safety on the journey to and from College, in providing the potential for closer contact with Parents/Guardians and between groups of students on residential trips. The College would encourage the use of mobile phones for such purposes but not during lesson times or where the user is distracted from the task in hand.

2 Responsibility for mobile phones brought into College or taken on College activities

The College is unable to assume responsibility for the security of any mobile phone which is brought on to its premises. It cannot be held responsible for the cost of replacement of any phone which is lost or stolen whilst the student is present in College or involved in a College activity, including the sitting of an examination.

3 Students' compliance with the Examination Board's requirements.

- Students are advised of the conduct requirements of the examination and examination board ahead of examinations by the distribution of the Joint Examination Boards' regulations.
- Students are required to sign a statement confirming the receipt of these regulations.
- The Examinations Officer briefs all students at an assembly immediately prior to the examinations period or in writing.
- Posters detailing the examination regulations are placed on the Examinations Noticeboard and outside each room used for examinations
- Students receive a further reminder of the requirements at the start of the paper. Mobile phones are switched off and are stored appropriately according to the College's instructions at each examination location.
- The College does not accept any responsibility for any mobile phones which are lost or misplaced as a result.
- A student who brings a mobile phone into an examination runs the risk of being disqualified from that exam and all other exams.

4 The effect of mobile phones on teaching and learning

The use of mobile phones, including text messaging, is a distraction in lessons and causes a lack of concentration. Where there is evidence that an unpleasant text message has been sent and received, the matter will be followed up with due reference to the College's Equality Policy. The use of mobile phones can also contribute to poor punctuality. Internet access by mobile phone provides the opportunity for inappropriate material to be accessed on the College premises without control. The following procedures should be applied:

- Students are required to turn off phones on entering the classroom, or an Independent Learning Centre, and are reminded to do so by a notice in each room.
Phones are not to be left in text-messaging mode.
- They are not to be used in lessons, or in the Independent Learning Centre (ILCs), unless the teacher, or learning facilitator, specifically requests that the student does so to support their learning, for example, when being used in calculator mode. Otherwise, they must be switched off, placed out of sight and not 'fiddled with' during these times.
- Any student who regularly allows their phone to sound during lessons will be asked to leave the classroom and work in an Independent Learning Centre. The student should

be asked to return at the end of the lesson. The teacher should inform the Pastoral Director/Associate Pastoral Director/Senior Tutor that exclusion from the class took place and the Disciplinary Procedures will be applied.

- Any student who regularly allows their phone to sound whilst they are in an Independent Learning Centre will be asked to leave the Centre and they will be reported to their Pastoral Director/Associate Pastoral Director/Senior Tutor. Such students may be prohibited from using the facilities in the Centre.
- Students should not use mobile phones whilst the curriculum is being delivered off-site, for example, inside theatres, art galleries and museums.
- Any student found accessing inappropriate material from the Internet via a mobile phone should be escorted to Reception and a Pastoral Director/Associate Pastoral Director/Senior Tutor/Associate Principal should be contacted.

5 The misuse of mobile phones to harass another person or invade their privacy

- The use of a mobile phone to send unsolicited and/or unpleasant mobile phone communications may be regarded by the College as an act of harassment. As such, the sender's behaviour may be considered to be an act of gross misconduct as defined in the Student's Code of Conduct. Communications of this nature would include direct calls, voicemail messages, text messages, email messages and photo-images.
- Any student who receives a mobile phone communication which they perceive to be an act of harassment should make every attempt to save the communication on their phone.