



Mobile Phone Policy (Students)

September 2023

Review: September 2026

1 Introduction

- 1.1 This policy outlines the College's expectations regarding student mobile phone use in lessons and around the College campus.

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

- 2.1 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 friends.
- 2.2 There are also learning benefits including the potential to access learning resources and upload work to College Microsoft Teams pages. The College does 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, unless directed to do so by a member of staff.

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

- 3.1 The College is unable to assume responsibility for the security of any mobile phone which are 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 trips and the completion of assessments, such as sitting of an examination or completing coursework.

4 Students' compliance with the Examination Board's requirements

- 4.1 Students are advised of the requirements of the Examination Boards ahead of examinations by the distribution of the JCQ Notices.
- 4.2 Posters detailing the examination regulations are placed on the Examinations Noticeboard and outside each room used for examinations.
- 4.3 Students receive a further reminder of the requirements at the start of the paper. Mobile phones are not permitted in the examination room.
- 4.4 The College does not accept any responsibility for any mobile phones which are lost or misplaced during exams.
- 4.5 A student who takes a mobile phone into an examination runs the risk of being disqualified by the Exam Board from that exam and other exams.
- 4.6 Smart watches and other electronic devices are not permitted in exam rooms either.

5 The effect of mobile phones on teaching and learning

- 5.1 The use of mobile phones, including text messaging, is a distraction in lessons and causes a lack of concentration.
- 5.2 Internet access by mobile phone provides the opportunity for inappropriate material to be accessed on the College premises which may not be suitable for the setting.
- 5.3 The following procedures should be applied:
- Students should ideally turn off phones on entering the classroom, or an Independent Learning Centre (ILC). At the very least phones **must** be on silent mode
 - They are not to be used in lessons or in the ILC, 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, or for an interactive quiz. Otherwise, they must be on silent and placed out of sight

- Any student who regularly allows their phone to sound during lessons will be asked to leave the classroom. They may be asked to work elsewhere such as the ILC or asked to report to Reception to see a member of the Interventions Team. The Colleges three strikes policy as stated in the Student's Code of Conduct applies
- A note should be made on the students ILP, under Interventions. Appropriate 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 the Associate Principal (Safeguarding and Interventions) or a designated alternate. 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 sent/escorted to Reception and the Associate Principal (Safeguarding and Interventions) should be contacted
- Mobile phones must not be used to film/record or take pictures of any teacher or student who is taking part in College activities, particularly 'live streaming' on social media. If any student breaches this, it will be treated as gross misconduct as defined in the Student's Code of Conduct
- If a student requires to access some information on their phone, they must ask the teachers permission before hand

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

- 6.1 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 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 or messaging photo-images.
- 6.2 Sexting, the sending or posting of nude or semi-nude images, videos or live streams online.
- 6.3 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 and report it to a member of staff.
- 6.4 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 Anti-Harassment & Bullying Policy, and/or Student Code of Conduct.

7 Responsibility

- 7.1 All students are responsible for complying with the requirements of this policy and for reporting any breaches of the policy to the Associate Principal (Safeguarding and Interventions).
- 7.2 If students have concerns about information or conduct on social media sites that are inappropriate, offensive, demeaning or could be seen to be harassment/bullying, this should be reported to their Pastoral Director/Senior Tutor/Pastoral Support Manager or a member of the Safeguarding Team immediately.
- 7.3 If appropriate the College may report an offence to the Police.