

## POLICIES & PROCEDURES

# Mobile Devices

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### Rationale

For many young people the ownership of a mobile device is considered a necessary and important part of their social life. When used appropriately and responsibly, it can add to students' educational experiences as a valuable tool for organisation, time management, productivity and communication. However, mobile devices present a significant risk of distraction and their misuse can lead to bullying, intimidation, anxiety and unnecessary pressure on students.

This policy is intended to:

- Provide clarity on acceptable and appropriate use of mobile devices within a Sixth Form Centre context.
- Ensure that students are responsible users and understand how to stay safe when using a mobile device for educational, personal and recreational uses.
- Promote health, wellbeing and a sense of community.
- Prevent and protect all members of the Sixth Form Centre community from deliberate misuse.

### Definitions

- **Mobile device** refers to portable hardware such as smartphones and iPods, which are primarily used for communication, social media, photography and entertainment, not for educational workflow.
- It **does not include** chromebooks, laptops or tablets which are covered by the Bring Your Own Device (BYOD) policy.

### Appropriate and/or acceptable use

- Students may use their mobile devices in lessons **only with the teacher's express permission**. Otherwise mobile devices should be set to *Do not disturb* or *Airplane* mode and not just set to *Silent*.
- Students should use their mobile devices **for educational purposes only** during independent study time.
- The physical and data security of the mobile device is the owner's responsibility. This means students and their parents/carers are responsible for the security, insurance and repair of their devices. The Sixth Form Centre bears no liability for their damage or loss.
- The Sixth Form Centre does not provide technical support for personal mobile devices.

### Inappropriate and/or unacceptable use

The following practices are not permitted:

- Photographing or videoing of others without their express permission.

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- Using devices in toilets or changing rooms at any time.
- Taking devices into any examination room - internal or external.
- Harassing, intimidating or bullying others by any means, including using mobile technology.
- Tampering or interfering with another person's device without their permission.
- Refusing to hand over a mobile device at the request of a member of staff.

### **In cases of inappropriate use:**

- A student's mobile device may be confiscated.
- Confiscated devices will be placed in an envelope and kept securely in the most appropriate Sixth Form Centre office. Students will be able to collect their device at the end of the Sixth Form Centre day. Each confiscation will be logged. Repeated confiscations will result in a communication with parents and could result in an outright ban of the mobile device.
- In cases of potentially criminal behaviour such as harassment or fraud, including those involving mobile technology, the Police may be informed.
- Cases where concerns arise in relation to child protection or safeguarding young people will be referred to the Sixth Form Centre's Child Protection Officer.

### **Related policies**

- Acceptable use policy
- BYOD policy