



Mobile Device Policy

2020-21

Responsible Officer: Assistant Principal
Date reviewed: September 2020
Next review date: August 2021
Authorised by: Governing Board

INTRODUCTION

The purpose of this policy is to give the necessary opportunity for school leaders, teachers, students and parents to take steps to ensure that the increased ownership of mobile phones, other mobile devices and accessories, headphones and Bluetooth speakers does not impact negatively on learning and behaviour standards in the UTC.

PURPOSE

- Bucks UTC accepts that parents may give their children mobile phones to protect them from everyday risks involving personal security and safety on the way to and from the UTC.
- The decision to provide a mobile phone for their children is made by parents with a full understanding and acceptance of this policy.
- It is the responsibility of students who choose to bring mobile phones onto UTC premises to adhere to the guidelines outlined in this document.
- Parents are reminded that in cases of emergency, the UTC office remains the appropriate point of contact and can ensure that your child is reached quickly, and assisted in any appropriate way. The telephone number is 01296 388688.
- Parents should not contact their children during the UTC day via mobile phones. Similarly, it is not acceptable for students to contact parents during the UTC day via mobile phones. The UTC reception remains the first point of communication between the UTC and home.

THEFT OR DAMAGE

- Students who bring a mobile device to school **must** hand the device in to staff to be kept safe until collected from reception at the end of the day or store their mobile device securely **before** tutorial each morning in their individual locker provided by the UTC.
- The UTC accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on UTC premises if not handed in for safe keeping, during UTC events or whilst attending educational visits or work placements.
- The UTC accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from the UTC.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen.) Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

RULES

- Parents who wish their child to have a mobile phone on their person to protect them from everyday risks involving personal security and safety on the way to and from UTC must support this policy by expecting their child to:
 - Store their mobile device securely **before** tutorial each morning in their individual locker provided by the UTC or for sixth form prior to the first timetabled lesson.
 - Alternatively your child can hand their phone/device to staff at Reception at the start of the day. The phone should be presented in a clear plastic bag that is clearly labelled with the child's name, year group and specialism. (Bags will be provided if necessary.) This phone/device will then be available to collect at the end of the UTC day from Reception.
 - If a parent/carer needs to contact a student or a student to contact their parent/carer, this should be done through the UTC reception

- Any students found with such devices during the UTC day will be subject to the following:

- If a phone is seen or heard between 8.35am and 4.00 pm, the following will happen:
 - Staff will ask the student to immediately hand over the mobile phone/headphones or other device.
 - Failure to hand in the device will escalate to an immediate referral to the Duty Manager
 - First time in a half term – phone confiscated for the remainder of the day, placed in the school safe for collection by the student at the end of the day. An email informing the parent/carer will also be sent home.
 - Second time in a half term – phone confiscated until Friday, placed in the UTC safe for collection by the student at 3.00pm on Friday. An email informing the parent/carer will also be sent home.
 - Third time in half term – phone confiscated until Friday, placed in the UTC safe for collection by the parent / carer following a meeting with an Assistant Principal.
 - The device(s) will be placed in a clear plastic bag marked with the students name and left for safe keeping in the locked Reception store. The item will be returned to the student at the end of the UTC day via Reception.
 - Parents will be informed via letter (emailed) from the UTC.

- Any refusal to hand a phone over to members of staff will result in a sanction for defiance as this would constitute the refusal of a reasonable request by a member of staff.

- Similarly, headphones and Bluetooth speakers must be handed in at reception or stored in a UTC locker, they are **not to be used** in lesson. If headphones are required for a learning activity, these will be provide by the UTC.

- Students who breach this rule more than once will not be allowed to collect their mobile phone or other device/item themselves. Their device must be collected by parents after the UTC day on a day that is convenient to them.

- Students repeatedly breaching the UTC's rules regarding mobile devices will be subject to a meeting with an Assistant Principal and parents. Parents and the student must then sign a contract requiring them to submit any mobile device to the Assistant Principal in the morning and they will be required to collect it at the end of the UTC day.

INAPPROPRIATE CONDUCT

- Any student who uses a mobile device to bully or intimidate any student or member of staff will be subject to the UTC's Behaviour Policy, Anti-Bullying Policy and Student Disciplinary Procedure.
- Where necessary, the UTC will work with the police to investigate and resolve serious incidents of inappropriate conduct.
- Incidents of disruption in the classroom caused by the use of mobile devices will be subject to sanctions in line with the Behaviour Policy and Student Disciplinary Procedure.
- Any inappropriate content found on social networking, blog or video websites will be removed via the host site and where appropriate used as evidence by the UTC and any relevant authorities.