

## MOBILE PHONE / IPOD POLICY

### Rationale

Mobile phones are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phones present a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones leading to potential child protection and data protection issues
- The potential to use the phone eg for texting whilst on silent mode.

It is not realistic to prohibit phones being brought to college, nor is it logistically possible for college to collect phones in each morning and return them in the afternoon. It is our policy to allow students to have a mobile phone with them in college under the conditions outlined in the policy below.

### Policy

1. Mobile phones / iPods must not be used for any purpose (eg phone, texting, listening to music, surfing the internet, taking photos, checking the time, taking videos) during any lesson.
2. Mobile phones / iPods can be used by students before college, at break time, lunchtime and after college. They MUST NOT be used at any other time eg between lessons 1 & 2, 3 & 4 and 5 & 6
3. Mobile phones must always be switched off / on silent without vibrating during lesson time and kept out of view, preferably in your bag. iPods must always be switched off during lesson time and earphones out of view.
4. Mobile phones / iPods must not be taken into examinations.
5. Permission to have a mobile phone / iPod in college will only be allowed where the college has parental / carer permission in the form of a signed copy of this policy.
6. The college accepts no responsibility for replacing lost, stolen or damaged mobile phones / iPods

### Sanctions

#### First offence

Any student not following the policy will have their mobile phone / iPod confiscated by a member of staff. The mobile phone / iPod will be placed in the college safe and the student will be allowed to collect their phone at 3.30pm from the Finance Office.

#### Second offence

At the second offence parents will be required to collect the mobile phone / iPod from the college main reception area between 8.15am until 8.30am and 3.30pm until 3.45pm. If these times are not convenient parents will need to contact college to organise a time to collect the item.

If a student refuses to hand over their mobile phone / iPod they will be isolated and parents contacted immediately to come into school to resolve the issue.

If a mobile phone / iPod has been confiscated and we are not in receipt of a signed mobile phone / iPod policy it will be handed to the Headteacher and she will contact parents.

Repeat offenders will be banned from having their mobile phone / iPod in college, if caught with it they will face serious disciplinary action.

Any student caught using a mobile phone / iPod in an examination or assessment session the child will face disciplinary action.

# Mobile Phone / iPod Policy



## Parent / Guardian/ Child Agreement Form

Child's name ..... PD group.....

I have read and understand the information about appropriate use of mobile phones / iPods at Unity College.

I understand that my child's mobile phone / iPod must be switched off / on silent, without vibrating, in all lessons at all times and kept out of sight.

I understand that if the mobile phone / iPod is confiscated more than once I am responsible for collecting the mobile phone / iPod from Unity College.

I understand that if my child refuses to hand over their mobile phone / iPod I will be contacted immediately to come into college to resolve the situation.

I give my child permission to carry a mobile phone / iPod to college and understand that my child will be responsible for following this policy.

I understand that the college accepts no responsibility for replacing, lost, stolen or damaged mobile phones / iPods even if this occurs once the mobile phone / iPod has been confiscated by a member of staff.

I have signed (and my child has signed) and filled in all the information requested below:

Parent signature ..... Date.....

Child signature .....

In order for us keep our records up to date can you please fill in the following information:

### Address

.....  
.....

Home number..... Work number.....

Mobile number 1..... Mobile number 2.....

Email address.....

If we are unable to contact you during the college day whom do you wish us to contact in the event of an emergency? (please print)

Name ..... Name .....

Tel no ..... Tel no.....