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**Mobile Phone / Electronic Devices Policy**

**April 2019**

**Rationale**

Mobile phones and electronic devices are now a feature of modern society and most of our students own such devices. The increasing sophistication of these devices present a number of issues for colleges:

* The high value of many devices
* The integration of cameras into devices leading to potential child protection and data protection issues
* The potential to use mobile phones/electronic devices, e.g. for texting, whilst on silent mode
* The potential to use electronic devices in exams, e.g. smart watches.

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

**Policy**

1. Mobile phones/electronic devices must not be used for any purpose (e.g. phone, texting, listening to music, surfing the internet, taking photos, checking the time, taking videos) during any lesson.
2. Mobile phones/electronic devices can be used by students before college, at break time, lunchtime and after college. They MUST NOT be used at any other time e.g. between lessons 1 & 2, 3 & 4 and 5 & 6.
3. Mobile phones/electronic devices must always be switched off/on silent without vibrating during lesson time and kept out of view, preferably in your bag. Electronic devices must always be switched off during lesson time and earphones should be out of view.
4. Mobile phones/electronic devices must not be taken into examinations.
5. Permission to have a mobile phone/electronic device 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 phone/electronic devices.

**Sanctions**

**First offence**

Any student not following the policy will have their mobile phone/electronic device confiscated by a member of staff. The mobile phones/electronic device will be placed in the college safe and the student will be allowed to collect their phone between 3.10pm until 4.00pm from the main reception.

**Second offence**

After the second offence parents/carers will be required to collect the mobile phone/electronic device from the college main reception between 8.15am until 8.30am and 3.10pm until 4.00pm. If these times are not convenient parents/carers will need to contact college to organise a time to collect the item. If a student refuses to hand over their mobile phone/electronic device, they will be isolated and parents/carers contacted immediately to come into school to resolve the issue. If a mobile phone/electronic device has been confiscated and we are not in receipt of a signed mobile phone/electronic device policy, the college will inform parents/carers that students may no longer bring equipment into college until the policy has been signed.

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

Any student caught using a mobile phone/electronic device in an examination or assessment session will face disciplinary action.

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**Mobile Phone / Electronic Devices Policy**

**Parent / Carer / Student Agreement Form**

Student’s name ....................................................................... PD Group .....................

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

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

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

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

I give my child permission to carry a mobile phone/electronic device 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/electronic devices even if this occurs once the mobile phone/electronic device has been confiscated by a member of staff.

Please sign below and return the signed copy of this policy which we will keep safely on your child’s file.

Parent/Carer signature .........................................................................

Child’s signature .........................................................................

Date ..........................................................................