

IVYBRIDGE COMMUNITY COLLEGE

ELECTRONIC DEVICE POLICY

Governor responsible:	Michael Saltern, Chair of Governors
Principal:	Rachel Hutchinson
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This policy will be reviewed by the College Governing Board: 2019 - 20	

Following a staff/student review it became clear that **mobile phones, iPods, MP3 players** and **headphones ('electronic devices')** in lessons and in the corridors have been disturbing student learning and at times delaying students in their arrival to lessons. As a result we have established a more effective and updated Electronic Device Policy. It is the responsibility of students who bring mobile phones to College to abide by the guidelines outlined in this document. It is a privilege to use such devices on the College premises and therefore, students who contravene these guidelines will lose the right to use any electronic devices on College premises.

Staff are requested to keep their phones on silent and not use them during lessons. All visitors are requested to keep their phones on silent.

Parents/Carers are reminded that in cases of emergency, the College Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through College Reception also reduces the likelihood of disrupting lessons inadvertently.

Students must adhere to the Use of Electronic Devices and consequently, it is hoped that once we have experienced the benefits of a learning environment where students are encouraged to talk together and build positive relationships, without the distraction of mobile phones, we will undoubtedly see a positive change for everyone.

Electronic devices must not be used to

- Record, take or share images, video and audio on any mobile phone (unless otherwise explicitly agreed by the Principal or a member of the Executive Leadership Team);
- Store and/access inappropriate/undesirable imagery or material, including those which promote pornography, violence or bullying of any description;
- Record, take or share any images, video and audio of other students or staff at the College.

There are a number of College mobile devices that staff use when leading offsite activities or to take images of students for College use. The College reserves the right to search the content of any electronic device on the College staff mobiles or hand held devices may be searched at any time as part of routine monitoring.

All students will be clear about the new policy as it will be communicated to them in an assembly and there will be posters outlining the key information in all classrooms and at entry and exit points. All new arrivals will be made aware of the Electronic Device Policy during their admission interview.

Senior member of staff responsible for this Policy: DTA

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When an item is confiscated by staff, it will be placed in an envelope and clearly labelled with the student's name and Tutor Group. Items then need to be taken to one of the Key Stage Offices at the earliest opportunity where it will be signed in and locked in a cabinet until collection. The **first time** an electronic device is confiscated it may be collected by the student after 3.30pm and on the **second confiscation** it must be collected by a **parent/carer only** after 3.30pm from Student Reception.

If students adhere to the guidelines in this policy there will be no further sanction for using the electronic device other than confiscation.

Mobile phones that are found in the College and whose owner cannot be located should be handed to Millennium Reception. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from College.

Students may access College telephones via the College offices should they need to make contact with a parent or in the event of an emergency.

Please note that Sixth Form students' phones will only be confiscated to the Key Stage Office and parental collection is unlikely to be necessary. However we reserve the right to review this for repeat offenders.

If a student refuses to hand over a banned item of equipment, staff should email the relevant key stage office with the name of the student, the item and where they have refused to hand it over. A member of the Senior Leadership Team will then meet with the student to follow this up.

In case of an emergency, a student will be given permission to use their mobile phone under supervision only.

Parents/carers are requested that in cases of emergency they contact the College first so we are aware of any potential issue and may make the necessary arrangements.

Senior member of staff responsible for this Policy: DTA