

IVYBRIDGE COMMUNITY COLLEGE

ELECTRONIC DEVICE POLICY

Senior member of staff responsible for this policy:	Ray Hennessy, Deputy Principal
Principal:	Rachel Hutchinson
Review Period:	Annual
Date of Review:	March 2024

Purpose

- To support student learning and reduce it being disturbed.
- To support students arriving on time to their lessons.
- To encourage a learning environment where students are encouraged to talk together and build positive relationships, without the distraction of electronic devices.
- To encourage students to be responsible for their own actions and belongings.

Electronic device expectations

Electronic devices should not be used during the College day: 8.45am - 3.20pm.

Our policy follows a, 'We see it, We hear it, You lose it' approach.

First occasion:

The electronic device will be removed, placed in a bag, labelled with the student's name and Tutor Group. It will be stored in the Key Stage Office. Student can collect after 3.20pm.

Second occasion:

The electronic device will be removed, placed in a bag, labelled with the student's name and Tutor Group. It will be stored in the Key Stage Office. The parent/carer can collect the device after 3.20pm from Student Reception.

Further occasions:

This could result in further consequences for failure to meet the College's Standards and Expectations and the electronic device could be requested to be handed in at the start of each College day for a set period of time.

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

Sixth Form

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.

Refusal to cooperate

If a student refuses to hand over an electronic device that has not met the 'We see it, We hear it, You lose it' approach, a member of the Senior Leadership Team will then meet with the student to follow this up. This can lead to further consequences for non-compliance.

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Electronic devices must not be used to:

- Record, take or share images, video and audio on any electronic device (unless otherwise explicitly agreed by the Principal or a member of the Senior 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.

The College will search electronic devices should they consider the content to be related to any of the above points.

It is the responsibility of students who use electronic devices in connection with College learning or College business to abide by the guidelines outlined in this document. It is a privilege to use such devices on the College premises and for College purposes and therefore, students who contravene these guidelines will lose the right to use any electronic devices on College premises or for College use outside of the College.

Emergency situations

In case of an emergency, a student will be given permission to use their mobile phone under supervision only and this will take place in an office area where possible.

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

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

Electronic devices 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 electronic devices. The College accepts no responsibility for students who lose or have their electronic devices stolen while travelling to and from College.