

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:	July 2026

Purpose

- Maintain a safe and respectful environment at all times in all learning spaces and throughout the College.
- 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

Phones and other connected electronic devices should not be used on the College premises, once students are on site. Devices should be turned off and in school bags (not pockets).

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

If seen and/or heard at any time on site, mobile phones and other connected devices will be confiscated as follows:

- **First breach** – confiscated until the end of the day.
- **Second breach** – confiscated until the end of the day and with a phone call home.
- **Third breach** – confiscated with a phone call home and returned to parents/carers only.
- **Continued breaches** – mobile phone and other connected devices handed to Reception each morning or kept at home under parent/carer direction.

If a student refuses to hand their mobile phone or other connected device over when asked by a member of staff, they will be sent to Reflection. Continued refusal to submit their phone or other connected device whilst in Reflection will result in the student being Suspended.

Responsibility for the safekeeping of the phone and other connected devices whilst on the College site belongs to the student.

As it is the student's responsibility to ensure that their mobile and connected devices are off and stored away, texts and call received from parents and carers may result in their child receiving a sanction if the phone is heard and/or seen. Parents/carers are urged not to contact their child on their mobile phone during the College day. In cases of emergency, parents/carers should contact the College Reception.

IVYBRIDGE COMMUNITY COLLEGE

ELECTRONIC DEVICE POLICY

Sixth Form

Sixth Form students are permitted to use their devices in the designated Student Common Room only. Sixth Form students are not permitted to use their mobile phones in:

- Study spaces
- In lessons
- In corridors
- Spaces being used by Key Stage 3 and Key Stage 4 students

The above rules apply to Sixth Form students everywhere else in the College.

Confiscated Sixth Form students' phones and connected electronic devices will be given to the Key Stage 5 Office for collection at the end of the College day. The requirement for 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.

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 device 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 that the College is aware of any potential issue and may make the necessary

IVYBRIDGE COMMUNITY COLLEGE

ELECTRONIC DEVICE POLICY

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 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.