



Guidance for mobile devices

Mobile devices are no longer permitted in the UTC.

Mobile devices may not be used in lesson time or in public spaces by students. The only exception to this is in the UTC6 common room where year 12/13 students may use their mobile devices.

Mobile device use	Action from staff
Unauthorised use in UTC	• Mobile device will be removed and handed to <u>Head of Key Stage / Behaviour Officer</u> • The mobile device will be returned at the end of the day • SIMS entry by <u>class teacher</u>
Repeated unauthorised use in the UTC	• Mobile device will be removed by <u>class teacher</u> and handed to <u>Head of Key Stage / Behaviour Officer / Senior member of staff</u> • SIMS entry by <u>class teacher</u> • Phone returned to parents / guardians at the end of the school day as part of a planned meeting
Infringement of the E-Safety Policy	• Mobile device will be removed by <u>Senior Leadership Team</u> POSSIBLE FURTHER OUTCOMES: • Letter sent home from <u>Senior Leadership Team</u> • 5-day internet ban enforced <u>by E-Safety Officer</u> • Any other action necessary to fulfil our safeguarding duties e.g. contact external agencies: Police, addaction ...etc.

- If students need to contact home, they may do so through reception.
- Staff are expected, as part of our wider curriculum, to follow the same guidelines. Staff may use mobile devices only when used for work purposes.

NOTE: *the use of earphones is not permitted at any time unless with prior authorisation from the SEN department. Under these circumstances it will be deemed that a student would benefit from listening to music, or similar, as this would make a noticeable difference on their concentration. Any decision will be based on evidence of need.*