

LEARNER RELATED POLICY: MOBILE ELECTRONIC EQUIPMENT

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Deputy Principal	
Date of next review	September 2023

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, Socio-Economic Disadvantage

INTRODUCTION

The purpose of this policy is to balance the increased ownership of mobile electronic equipment and the benefits this brings for better communications, personal security and well-being, with the need to maintain high standards of education, training and safety within College.

The term "mobile equipment" as used in this policy, means any mobile phone in all operating modes (normal talk mode, text and silent call mode and as electronic calculators etc.). The Policy also applies to pagers, personal CD / radio players, two way radios, iPods, digital Dictaphones, etc.

POLICY

The underlying ethos of this policy is that "mobile equipment" should be on standby – silent mode during any supervised session. However this policy reflects certain circumstances where mobile equipment can be used.

A supervised session is any activity where learners and staff are engaged on College business e.g. classroom activity, practical workshops, educational visits, one to one, Learning Resource Centres.

This policy also takes into account the move towards innovative teaching and learning within session where mobile devices may be used to enhance the learner experience. The use of mobile equipment for this purpose will be at the discretion of the supervising member of staff. Mobile devices should not be used for communication i.e. calls or text during a session. For more guidance refer to Access to guest Wi-Fi using Non-College owned devices Policy.

In certain circumstances a supervising member of staff may sanction the use of mobile equipment for communication, e.g. on long journeys as part of an educational visit where delays in arriving home are anticipated or on an individual basis in extreme circumstances. Such situations must be discussed with the member of staff in advance.

Some learners may need to video/record sessions due to a learning difficulty and/or disability as part of reasonable adjustments. This would form part of Inclusive Learning Profile or EHCP. This should only occur with prior arrangement with the Inclusive Learning Team and/or Curriculum Manager. The supervising member of staff in sessions should be made aware.

Learners must not record sessions, conversations or reviews held with staff unless agreed at the start. Learners who fail to comply with this policy will be subject to disciplinary policy.

No learner is allowed to have "mobile equipment" in their possession during an examination. Learners failing to surrender "mobile equipment" before an examination will be refused entry to the room. Breaking the rule may lead to disqualification.

The use of mobile equipment is allowed in public areas of the College with the same conditions that apply to all standards of correct behaviour in such areas. All persons in public areas are expected to conduct themselves in a way that does not intrude, intimidate, offend or interfere with the normal activity of others.

The College does not accept responsibility or liability for mobile devices brought on site by learners. This also includes using college power supply to charge devices on site.

If a learner is found using mobile phones or mobile devices to harass or bully other learners, the Bullying and Harassment Policy will be used to investigate and discipline.