

Electronic Device Policy:

Responsible:	James Yates, Assistant Principal
Date:	8th January 2024
Reviewed and updated:	July 2026

Purpose

- To support student learning and reduce it being disturbed.
- 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.
- To safeguard students by reducing the instances of inappropriate and/or antisocial use of social media and electronic devices by students.

Electronic device expectations

Electronic devices (including air pods and headphones) should not be used whilst students are on College site. Phones must be switched off and in school bags during the school day from the moment they enter the College site and until they leave school site.

The only exception to this would be if permission has been given by a teacher for a specific purpose but this will be rare in occurrence. See below for further detail.

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

If an electronic device is seen or heard during the College day without permission, it will be confiscated.

If a student is seen using a Smart Watch during the College day, the same policy applies.

First and second occasion:

The electronic device will be switched off by the student, removed and placed in a bag labelled with the student's name and Year Group. It will be securely stored at Reception. Students can collect from Reception after 3.05pm.

Third occasion:

The electronic device will be removed, placed in a bag, labelled with the student's name and Year Group. It will be securely stored at Reception. The parent/carer will be asked to collect the device from Reception.

Further occasions:

This could result in further consequences for failure to meet the College's Behaviour Policy; 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 are permitted to use their phones in **designated Sixth Form only** areas as set out by the Sixth Form. Clear signage indicates where phones *are* permitted to be used by Sixth Form students.

Sixth Form students' phones will be confiscated to the Sixth Form Reception if they are seen or heard in all other areas around the College.

Students can collect their phones at the end of the College day from reception. 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, they will be asked to go to the Compass for the reason 'Refusal to follow instructions.' From this point

onwards, usual expectations in the Compass apply and the device must be handed in upon entering the Compass. If a student fails to comply with these expectations, 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, including suspension and/or having to hand in their phone to staff daily when they arrive to College each day to prevent further issues.

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 access College telephones via the College offices should they need to make contact with a parent/carer or in the event of an emergency. The only time where a student may be asked to get their phones out of their bags would be if the contact details that we have for parents/carers are inaccurate and they have the updated contact information.

Parents/carers are requested that in cases of emergency or urgent message 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.

Lost devices

Electronic devices that are found in the College and whose owner cannot be located, should be handed to College 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.

Devices and Toilet Use During Lesson Time – Procedure

As a school, we have a duty to keep students safe and prevent situations where illegal or harmful behaviour could occur. Potential unsupervised phone use in toilets increases the risk of accessing or sharing inappropriate or unsafe content and reduces our ability to safeguard students.

This can also impact students who genuinely need to use the toilet because they may have to wait longer. This is unfair and unacceptable.

We therefore have the following procedure in place:

- Any student leaving a lesson to use the toilet must leave their mobile phone on the teacher's desk before they go.

- Senior staff will carry out random checks of students in the toilet queue using a screening wand to ensure phones are not being taken out of lessons.

If a student is found with their phone:

- The phone will be switched off, taken to reception and can be collected at the end of the day.
- The student will be asked to go to The Compass (Reset) for not following instructions.
- Repeated issues may lead to the student handing in their phone every morning at Strong Starts.