Mobile Phone Policy

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Policy Name: Mobile Phone Policy

Description: Guidance and procedure for the use of mobile devices on campus during tangerine:ed programmes.

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1. Introduction and Aims

1.1 Aims

At **tangerine:ed Ltd** we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/guardians and staff.
Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for students, staff and parents/guardians;
- Support **tangerine:ed Ltd** other policies on Safeguarding.

This policy also aims to address some of the challenges posed by mobile phones on **tangerine:ed Ltd** courses, such as:

- Risks to student protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage

2. Roles & Responsibilities

2.1 Staff

All staff (including tutors, centre staff, and head office staff) are responsible for enforcing this policy.

The Core Leadership Team (CLT) are responsible for monitoring the policy every 2 years, reviewing it, and holding staff and students accountable for its implementation.

3. Use of mobile phones by students

3.1 Students Use

tangerine:ed Ltd recognises that parents/guardians in the international community feel the need for their students to have access to a mobile phone for communication home. This helps with safeguarding and student protection especially when away from their home country. **tangerine:ed Ltd** supports this approach wholeheartedly.

To that end, **tangerine:ed Ltd** has adopted the following mobile phone best use policy:

- Students are required to take (switched on) mobile phones on excursions, and to have them during periods of free time.
- Students must not use a mobile device, smart watch or electronic device including headphones anywhere in a **tangerine:ed Ltd** venue during sessions, except under the specific direction of a tutor or member of the centre staff. For the purposes of this policy, the day begins the moment the students enter the **tangerine:ed Ltd** venue and ends once the students leave the venue (for example returning to their boarding house).
- If a student brings their phone to the lesson, then on arrival it should be on silent and kept out of sight, for example in a bag. It should not be seen or heard (including vibrate) throughout the day;
- The phone can be switched back on upon leaving the **tangerine:ed Ltd** venue. Not before and not during any period of social time (break or lunch);
- Any student found using or known to have used their phone during a session without direction from staff will have a warning, and be told to put it away, if this is a repeated behaviour then the phone will be confiscated and returned at the end of the day by the Centre Manager. Parents/Guardians will be informed by the Centre Manager. Students will be asked to sign for their phone.

3.2 Designated Areas

The **tangerine:ed Ltd** Centre Manager reserves the right to allow phones in selected areas given individual circumstances.

3.3 Contacting Students & Parents

In non-urgent situations, if students do not have access to a personal mobile phone, parents/guardians wishing to contact their student during the day should ring the **tangerine:ed Ltd** centre phone. We have a well-established and efficient system for getting messages to students and pastoral support if it is needed. Students who need to contact parents/guardians during the course of the day should speak to Centre Manager, who will make a phone available.

3.4 Sanctions

If a student repeatedly uses their phone during sessions without permission, the phone will be confiscated. **tangerine:ed Ltd** staff are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006.

Once confiscated, this will be placed in the Centre Managers office where the student will be allowed to sign for and collect it at the end of the day.

If we have reason to believe the phone contains pornographic images, or if it is being used or has been used to commit an offence or cause personal injury, staff have the power to search student's phones, as set out in the DofE's guidance on searching, screening and confiscation. This will always be done by a member of the Designated Safeguarding team.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. **tangerine:ed Ltd** takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

4. Use of mobile phones by staff

4.1 Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise involved/employed by **tangerine:ed Ltd**) are kindly asked to refrain from making or receiving calls, or sending texts, while students are present, except for in urgent/emergency situations.

4.2 Safeguarding

Staff must only use work devices to capture images of students, not personal devices. Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must avoid publicizing their contact details on any social media platform or website, to avoid unwanted contact by parents/guardians or students.

4.3 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work.

Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site excursions

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner.

4.4 Work Phones

Some members of staff are provided with a mobile phone by **tangerine:ed Ltd** for work purposes.

Only authorised staff are permitted to use **tangerine:ed Ltd** phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of Mobile Phones by Parents/Guardians and Visitors

5.1

Parents/Guardians and visitors (including contractors) must adhere to this policy as it relates to staff if they are on the **tangerine:ed Ltd** site during the **tangerine:ed Ltd** day.

This means:

- Not taking pictures or recording of students, unless it is a public event, or of their own child;
- Using any photographs or recordings for personal use only, and not posting on social media without consent;
- Not using phones in lessons, or when working with students.

Parents/Guardians and visitors will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at **tangerine:ed Ltd**.

6. Loss, Theft or Damage

6.1

Students bringing phones to **tangerine:ed Ltd**. must ensure that phones are stored securely and out of sight when not in use.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in GDPR breaches.

Where a mobile phone is brought into **tangerine:ed Ltd**., it is entirely at the students and parents'/guardians' own risk. **tangerine:ed Ltd**. accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into

tangerine:ed Ltd.. (Ref: Section 94, Education and Inspections Act 2006 states that “where a teacher disciplines a pupil by confiscating an item, neither the teacher nor **tangerine:ed Ltd**. will be liable for any loss or damage to that item’).

Equally, there is no statutory liability on **tangerine:ed Ltd**. for items that go missing in other ways.

Confiscated phones will be stored in the Centre Managers office in a secure location and must be signed out by the student upon return.

Lost phones should be returned to the Centre Managers office. **tangerine:ed Ltd**. will then attempt to contact the owner.

7. Monitoring and Review

7.1

tangerine:ed Ltd. is committed to ensuring that this policy has a positive impact on students’ education, behaviour and welfare. When reviewing the policy, **tangerine:ed Ltd**. will take into account relevant advice from the Department for Education, the local authority or other relevant organisations. This policy will be reviewed every 2 years.

Appendix 1: Acceptable use of agreement for students

You must obey the following rules if you bring your mobile phone to **tangerine:ed Ltd**.:

1. You may not use your mobile phone during lessons or activities, unless the tutor specifically allows you to.

2. Phones must be switched off (not just put on 'silent') and remain out of sight.

3. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other students.

4. You cannot take photos or recordings (either video or audio) of **tangerine:ed Ltd**. staff or other students without their permission.

5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.

6. Don't share your phone's passwords or access codes with anyone else.

7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via: a. Email b. Text/messaging app c. Social media

8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.

9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in a **tangerine:ed Ltd**. venue.

10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. 11. You must comply with a request by a member of staff to switch off, or turn over, a phone.

Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones in **tangerine:ed Ltd**. centres:

- Please keep your mobile phone on silent/vibrate while on the **tangerine:ed Ltd**. grounds
- Please do not use phones where students are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of students or staff
- Do not use your phone in lessons, or when working with students

tangerine:ed Ltd. accepts no responsibility for phones that are lost, damaged or stolen while you are on the **tangerine:ed Ltd**. grounds.

A full copy of our Mobile Phone Policy is available from the **tangerine:ed Ltd**. office.