

Route2Work Mobile Phone Policy 22/23

Rationale

Route2Work College staff have a responsibility to encourage the responsible use of mobile phones and prepare learners for adult life and the world of work. This policy is designed to ensure that learners understand the expectations around mobile phone use in college and also the consequences of breaking these expectations. The policy applies to students during the college day.

Purpose

We understand that mobile phones play an important and positive role in education, communication, independence and relationships and can be hugely beneficial to learners in preparing them for adult life. We also recognise the negative impact mobile phones can have on education, communication, independence and relationships for example distracting learners from listening and engaging in their learning and the use of mobile phones to harass or bully. We therefore worked together (staff and learners) to identify what responsible conduct looks like and agreed the consequences of not following this conduct.

Expectations

Respect

The College Code of Conduct states that learners be respectful to everyone around them, this respect should be followed when using mobile phones. We do not tolerate:

- Recording images and videos of peers without consent
- Sharing images or videos of peers or staff on social media
- Recording images of staff or visitors at all
- Sending offensive messages
- Using phones to harass (including group chats)
- Cyber bullying

Engage in learning

The College Code of Conduct also states that learners **should fully commit to all aspects of the learning programme**. Therefore, the use of mobile phones for personal reasons in lesson time is not permitted. **Any mobile phone use during lesson time must be agreed with tutor.**

Route2Work college encourages good communication between staff and learners and any communication around mobile phone use should be discussed before lesson where possible.

Guidance for lesson times

- Phones to be kept in bag or coat pocket during lesson (this should be done at the start of all sessions without prompt).
- Phones to be switched off, on silent or on so not disturb mode during lesson.
- Tutors may ask learners to use their phones for educational purposes and it is expected that learners visit the websites as instructed by tutor and nothing else.
- Learners who use their mobile phone to for reasons relating to their disability or learning needs should agree this with the tutor and again should only use agreed tools.
- The tutor may allow learner to listen to music but this must be agreed with the tutor and would only be allowed when completing independent work (not group tasks or when the tutor is talking).
- Mobile phones cannot be taken in to exams or tests.
- If learner is expecting an important call during lesson time e.g. medical appointment, then this should be communicated to tutor who will grant permission for phone to be left on.

Free time

Mobile phones are allowed during break and lunchtime, again we ask learners to respect others when using their phones.

- Use headphones where possible (when making calls and listening/watching to music/videos/games)
- Ensure only visiting appropriate and safe websites
- Use alarm feature to support good attendance and time keeping
- Make or return any calls or messages during break and lunch time

Security and safeguarding

The College has a duty to safeguard the learners at Route2Work College. We encourage learners to use security settings on the phones and on their social media accounts, we also provide regular online safety lessons to ensure they are not victims of fraud, grooming, hacking.

Learners are encouraged and supported to report any contact from strangers or any disturbing or unusual behaviour on their social media or email accounts.

5 ways to get support if things go wrong:

1. Talk to someone you trust like an adult
2. Report bullying and abuse directly to the website or app
3. Delete things you've shared that you're worried about, or find ways to hide them
4. Tell the police by making a report to CEOP if someone is threatening or blackmailing you
5. Plan for the future and change your privacy settings so it doesn't happen again

The consequences of breaking these expectations

Incidents of Cyber bullying or harassment

The College takes any incidents of bullying very seriously and this includes the use of mobile phones to send abusive messages and to Failure to respect others cyber bullying or harassment should be reported to staff and the college bullying policy will be followed.

The taking of photos or videos without consent will be addressed by senior management and the decision to take this further will be made by senior management team.

Use of phone in lesson time without consent from tutor

Learners are responsible for meeting expectations during lesson time and will be reminded at the beginning of lessons about these expectations. If the tutor feels expectations are not being met, they will:

1. Give a verbal warning
2. Ask for phone to be put in a basket away from the learner
If learner refuses to put phone in basket a call will be made to parent or carer to report misuse of mobile phone and that learner will be banned from bringing phone into college.

Staff at college have the legal right to take learner's mobile phone off them if this guidance is not followed.

Route2Work Mobile Phone Contract 22/23

Expectations

I understand the expectations set out in the mobile phone policy

- I will always ask for permission when taking photos and videos
- I will not use my phone to harass or bully others
- **I understand the use of mobile phones for personal reasons in lesson time is not permitted**
- **My phone will be switched off or on silent and put away in a bag or coat pocket during lesson time**
- I understand that any mobile phone use during lesson time must be agreed with tutor (on the day)
- I will use security settings on my phone and on my social media accounts
- I will report any contact from strangers or any disturbing or unusual behaviour on their social media or email accounts

Consequences

I understand the consequences of not meeting these expectations

- Incidents of bullying or harassment will be taken seriously and addressed by senior management

If I use my mobile phone in lesson the staff will follow the guidance:

- Give me a verbal warning
- Ask me to put my phone in a basket
- If I refuse to put phone in the basket a call will be made to my parent or carer to report misuse of mobile phone and then I will be banned from bringing my phone into college.

I understand that staff at college have the legal right to take learner's mobile phone off them if I refuse to follow this guidance.

I(name) have read and understood the expectations and consequences of this mobile phone contract.

Signed..... Date.....