



KickStart Mobile/Wireless Device Policy

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AUTHOR:	M HAZLEHURST
DATE APPROVED:	MARCH 2017
APPROVED BY:	LOCAL GOVERNING BODY
REVIEW DATE:	MARCH 2018

Parents

The expectation from staff will be that parents are supportive of the policy and therefore encourage their Son/Daughter/Charge to consider leaving valuable mobile/wireless devices at home during school hours. Mobile phones are brought to school at the owners' risk. The School does not hold insurance for personal property brought to school and it will generally not pay for any loss or damage to such property. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to College.

Please be aware that should you need to contact your son/daughter/charge in school time you can call the centre office number instead: 01952 385148 or 01952 642541

Please be aware that learners can be refused access to school if they do not hand in their mobile/wireless device.

Students

On entry to KickStart: All mobile phones need to be handed into the office staff on arrival. They will be stored in secure individualised wallets in a locked cabinet.

There will be a Zero Tolerance Policy for pupils who keep their phones on them or hide them elsewhere. Students will be subject to the unit's disciplinary procedures should this be the case.

If a member of staff sees that a pupil has a phone out during lesson time, the pupil will be asked to hand the phone in to the office staff.

If a pupil continually refuses to hand in their phone then the unit disciplinary procedure will be instigated and the phone will be confiscated. Parents will be informed and the phone kept in the centre until a parent comes to collect it.

Staff will liaise with parents and work in partnership to discuss the length of time the phone is kept by the centre.

If video/still images are suspected/ found to be inappropriate then staff will contact parents for permission to go through and check.

If video/text/Facebook footage material are found and considered to be of a bullying nature, parents and in some cases, the police will be contacted. The unit's Behaviour Management policy will then be followed.



If videos posted on the web internet i.e. on YouTube, contain inappropriate footage, such as lesson content and teachers actions, then we will contact the company to have it removed. Additionally, the disciplinary procedure will then be followed.

Staff

- Staff should not give out personal numbers to pupils.
- Staff should not use mobile phones in pupil contact time for personal use.
- Work related use is acceptable e.g. staff on call.

Ref: Mobile/Wireless Device Policy

Date: 09.12.2014

Dear Parent/Guardian/Carer

As you may be aware from this term's parents evening, I discussed how we are going to address the issue of mobile phones and wireless devices affecting the teaching and learning in our classrooms.

I have looked closely at the current policy and decided to make it specifically fit for purpose for our environment at Telford College.

Please find enclosed a detailed list of expectations for parents, students, and staff. I hope you will be supportive of this amended policy, as this will assist us in creating an appropriate learning environment for our learners.

This policy will be enforced from the first day back in the New Year (6th January 2015).

Our team will meet each learner before entering the school and collect any mobile/wireless devices they may have and store them safely. Of course this would not need to happen if you chose to keep such devices at home.

Please be aware that we will refuse access to school if your son/daughter/charge does not hand there device(s) in and will be subject to Disciplinary Procedures.

Please read the policy carefully as we would like the support of the parent body and look forward to working with you on this matter.

Kind Regards

Mark Hazlehurst
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