



Guidance for mobile devices

Mobile devices are permitted in the UTC. We want to encourage the use of IT, where appropriate.

Mobile devices can be used in lesson time when instructed by the teacher. In these circumstances the teacher must have good reason to incorporate the use of mobile devices into their lesson.

Mobile devices may be used in public spaces around the UTC at break and lunch as well as before and after the UTC day.

In many circumstances mobile devices are not permitted, and the teacher must take action:

| Mobile device use | Action from staff |
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| Unauthorised use in lesson | <ul style="list-style-type: none">• Mobile device will be removed until the end of that lesson(s)• SIMS entry by <u>class teacher</u> |
| Repeated unauthorised use in lesson(s) | <ul style="list-style-type: none">• Mobile device will be removed by <u>class teacher</u> and handed to <u>Head of Key Stage / Behaviour Officer</u>• SIMS entry by <u>class teacher</u>• Letter sent home by <u>Head of Key Stage</u> |
| Infringement of the E-Safety Policy | <ul style="list-style-type: none">• Mobile device will be removed by <u>Senior Leadership Team</u> <p>POSSIBLE FURTHER OUTCOMES:</p> <ul style="list-style-type: none">• Letter sent home from <u>Senior Leadership Team</u>• 5-day internet ban enforced by <u>E-Safety Officer</u>• Any other action necessary to fulfil our safeguarding duties e.g. contact external agencies: Police, addaction ...etc. |

- All students / parents have signed and returned an acceptable use of IT agreement. If students do not use IT responsibly and in a professional manner, they will have their IT access/ internet access removed for a period of time. Parents will be contacted in such circumstances.
- Use of mobile devices should be appropriate and discrete. Devices should not be used when moving around the buildings.
- Staff are expected, as part of our wider curriculum, to follow the same guidelines.
- The UTC reserves the right, at any time, to remove a mobile device that is not being used appropriately.

***NOTE:** the use of earphones is not permitted at any time unless with prior authorisation from the SEN department. Under these circumstances it will be deemed that a student would benefit from listening to music, or similar, as this would make a noticeable difference on their concentration. Any decision will be based on evidence of need.*