



Portable Electronic Communication Devices Policy

Policy created 11/05/2022 by H Colson (Hub Co-Ordinator)

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ICDIL (I Can Do It Learning)

Portable Electronic Communication Devices (including Mobile Phone) Policy

1. Purpose

The ICDIL PECD policy enables Hubbers to use the technology in a responsible and safe manner. The widespread ownership of mobile phones among young people requires that school administrators, teachers, Hubbers, parents and carers take carefully thought through and well-informed steps to ensure that mobile phones are used responsibly at the Hub. The sheer power of modern smartphones as a ubiquitous, additional, and highly versatile tool for teaching, learning and regulation, can also not be ignored in the twenty first century. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety and enhanced learning) can continue to be enjoyed by our Hubbers.

ICDIL has established the following points for mobile phones procedure that provides teaching staff, support staff, Hubbers, parents and carers clear expectations and instructions for the appropriate use of mobile phones during Hubbers' time at the setting. Hubbers, their parents or carers must read and understand the expectations before Hubbers are given permission by their parents or carers to bring mobile phones to the Hub. The Portable Electronic Communication Devices /Mobile Phones Policy also applies to Hubbers during excursions, and extra-curricular activities. The policy and its procedures apply to all Hubbers.

2. Rationale

The ICDIL Hub recognises that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also concern about children travelling alone on public transport or commuting across the city to the Hub. We also recognise the diverse uses made of modern smartphones by young people; many of which immerse them in academic and social learning.



It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently travelling to or from school. However, parents/carers are reminded that in cases of emergency, the office remains the most appropriate point of contact and can ensure Hubbers can be reached quickly and assisted in any appropriate way.

3. Responsibility

- It is the responsibility of Hubbers who bring mobile phones or other electronic devices to the Hubs to abide by the expectations outlined in this document.
- The decision to provide a mobile phone or device to their children should be made by parents or carers.
- Parents/carers should always make themselves aware if their child takes a mobile phone/ device to the Hub. Parents/carers must recognise the high monetary value and attractiveness of mobile phones and other technology. In allowing their children to bring items of such value into the Hub and whilst we will do everything we can to mitigate against loss, theft or damage, it is the parents/carers that must carry the risk were there to be such an unfortunate occurrence.

4 Acceptable Uses

- Mobile phones and ear phones/buds must be switched off or to silent (no vibrate) and kept in their bag at all times throughout the time the Hubbers are on the site, including social times and between lessons.
- A Hubber may only use a mobile phone or device in a lesson when a member of the team gives permission and where it is appropriate to support learning and is closely supervised by a member of the team.
- Parents/carers are reminded that in cases of emergency, the office is the appropriate point of contact and can ensure Hubbers can be reached quickly and assisted in any appropriate way.
- While on ICDIL premises, Hubbers should always use their phone's soundless features when using it for text messaging, answering services, call diversion and vibration alert.
- The ICDIL Hub recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, etc. In lessons, teachers may wish to utilise these functions to aid teaching and learning and Hubbers may have the opportunity to use their mobile phones in the classroom. On these occasions Hubbers may use their mobile phones in the classroom only when express permission has been given by the teacher and where there is an explicit and communicated learning objective/learning activity. Hubbers may not listen to music in lessons (without the direction of a member of staff) or in the corridors at any time for health and safety reasons.
- During lunchtime Hubbers may use their phones to listen to music/audio books but only through headphones and only under the supervision of a member of staff. They **MUST NOT** be used on speaker.

5 Unacceptable Uses

- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos, videos, listen to music via



headphones or use any other application during time at the Hub and other educational associated activities.

- Devices should not be seen and may be confiscated even if being used. Hubbers must ensure that any headphones brought into the Hub, are kept in their bag.
- Mobile phones/devices must not disrupt classroom lessons with ringtones, music or beeping.
- Whilst Hubbers who become ill during the day may wish to use their mobile phones to contact parents/carers during break or lunch, they must use the established procedure via the office or to seek permission from staff to be collected if they are unwell or unable to remain at the Hub on a particular day.
- Hubbers are not allowed to use other Hubbers' phones or equipment.
- Hubbers must not use their mobile phones to bully and threaten other Hubbers. This is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour and it will be dealt with very seriously by the school.
- Hubbers must not use their mobile phones to pass on/upload message or to take videos or pictures of acts to slander, bully, denigrate or humiliate Hubbers or staff. This also includes using mobile phones to photograph or film any Hubber/staff.
- It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Hubbers may not use their devices to access or share any material which is illegal or inappropriate for an educational setting.

6 Theft, Damage and Safety

- Hubbers should mark their mobile phone/device clearly with their names/or other means of identification such as those provided by the Community Police team.
- Hubbers who bring a mobile phone/device to the school should leave it in their bag before they arrive.
- To reduce the risk of theft, Hubbers who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phones/devices that are found in the Hubs and whose owner cannot be located should be handed to the office.
- Hubbers should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the Hubber's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- It is strongly advised that Hubbers use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other Hubbers, or if stolen). Hubbers must keep their password/pin numbers confidential. Mobile phones and/or passwords should not be shared.
- Except where negligence can be proven in a court of law, ICDIL accepts no responsibility for replacing lost, stolen or damaged mobile phones or for Hubbers who lose or have their mobile phones/devices stolen while travelling to and from the Hubs.
- Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

7 Inappropriate Conduct



- Any Hubber/s caught using a mobile phone to access illegal or inappropriate material, or to cheat in exams or assessments will face disciplinary action as sanctioned by the CEO.
- Any Hubber who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the CEO.
- Hubbers with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.
- Hubbers using mobile phones to bully other Hubbers will face appropriate sanctions according to the Hub behaviour policy.

8 Sanctions

- If a Hubber is using a mobile phone or device inappropriately (including without permission), whether in a lesson or not, it will be confiscated for the rest of the day. Confiscated mobile phones/devices will be placed in a named envelope and stored for the duration of the confiscation. On this point, there will be no negotiation by Hubbers or parents.
- Hubbers will be allowed to pick up their mobile phone from the office at their departure time.
- If the Hubber repeats the inappropriate use of their mobile phone or device in the setting they will be required to hand it in at the start of the day and collect it at the end of the day for a stated period of time instead of having it with them.
- Failure to heed the rules set out in this policy, for example when a phone has been used to harass or bully another Hubber, including the use of social networking sites such as Facebook, may result in an alleged incident being referred to the police for investigation and be subject to further sanctions as laid out in the Behaviour Policy. In such cases, the parent or carer would be notified immediately.

9 Monitoring

- All members of staff will monitor the use of mobile phones and devices in accordance with this procedure.

10 Evaluation

- This policy will be reviewed annually to ensure that the procedure is appropriate and workable.

11 Home-Hub agreement

If Hubbers and their parents/carers wish children to bring mobile phones or other communications devices to the Hub they must agree to abide by the terms of this policy. If they are unwilling to do so, they should not bring any devices to the Hub. Agreement to the terms of this policy is included in the terms of the Home-Hub agreement.



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