

If you require this policy in an alternative format please contact the Management Office, in the first instance, on (01205) 365701 extension 3280



# LEARNER RELATED POLICY: MOBILE ELECTRONIC EQUIPMENT

## INTRODUCTION

***The purpose of this policy*** is to balance the increased ownership of mobile electronic equipment and the benefits this brings for better communications, personal security and well-being, with the need to maintain high standards of education, training and safety within College.

The term "mobile equipment" as used in this policy, means any mobile phone in all operating modes (normal talk mode, text and silent call mode and as electronic calculators etc.). The Policy also applies to pagers, personal CD / radio players, two way radios, iPods, digital Dictaphones, etc.

## POLICY

The underlying ethos of this policy is that "mobile equipment" should be on standby – silent mode during any supervised session. However this policy reflects certain circumstances where mobile equipment can be used.

A supervised session is any activity where learners and staff are engaged on College business e.g. classroom activity, practical workshops, field trips, one to one, Learning Resource Centres, curriculum organised study etc.

This policy also takes into account the move towards innovative teaching and learning within session where mobile devices may be used to enhance the learner experience. The use of mobile equipment for this purpose will be at the discretion of the supervising member of staff. Mobile devices should not be used for communication ie calls or text during a session. For more guidance refer to Access to guest Wi-Fi using Non-College owned devices Policy.

In certain circumstances a supervising member of staff may sanction the use of mobile equipment for communication, eg on long journeys as part of an educational visit where delays in arriving home are anticipated or on an individual basis in extreme circumstances. Such situations must be discussed with the member of staff in advance.

Some learners may need to video/record sessions due to a learning difficulty or disability. This would form part of Inclusive Learning Implementations Plan. This should only occur with prior arrangement with the Inclusive Learning Team and/or PAM.

No learner is allowed to have "mobile equipment" in their possession during an examination. Learners failing to surrender "mobile equipment" before an examination will be refused entry to the room. Breaking the rule may lead to disqualification.

The use of mobile equipment is allowed in public areas of the College with the same conditions that apply to all standards of correct behaviour in such areas. All persons in public areas are expected to conduct themselves in a way that does not intrude, intimidate, offend or interfere with the normal activity of others.

The College does not accept responsibility or liability for mobile devices brought on site by learners. This also includes using college power supply to charge devices on site.

If a learner is found using mobile phones or mobile devices to harass or bully other learners, the Bullying and Harassment Policy will be used to investigate and discipline.

This College mobile equipment policy forms part of the College - Learner Agreement and contravening the policy may result in disciplinary action.

	<b>FIONA GRADY, VICE PRINCIPAL: CURRICULUM &amp; QUALITY</b>
<b>DATE</b>	<b>25 MAY 17</b>

## Boston College Equality Impact Assessment Template: Policies

**1. What is the name of the policy?**

Mobile Electronic Equipment

**2. What is the aim of the policy?**

To clarify when and where mobile devices can be used in college.

**3. Who does the policy impact on? (Staff, learners, partners etc.)**

Visitors, Staff and Learners

**4. Who implements the policy?**

All staff

**5. What information is currently available on the impact of this policy?**

(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).

T&L Hub have advanced the use of technology in classrooms which includes use of mobile devices.

**6. Do you need more information before you can make an assessment about this policy?**

(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)

No

**7. Do you have any examples that show this policy is having a positive impact on any of the equality characteristics shown in Table.1?**

## Boston College Equality Impact Assessment Template: Policies

8. Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?

**Table. 1**

Category	No	Yes	Please supply any additional comments
Race	√		
Disability	√		
Gender	√		
Gender re-assignment	√		
Age	√		There is national data that concludes that young people, especially females are more likely to be bullied via mobile devices.
Sexual orientation	√		
Religion/belief	√		
Pregnancy/maternity	√		Learners who are pregnant or caring for young children will need to maintain contact with mobile devices and academic staff will need to use judgement under policy.
Marriage/Civil Partnership	√		
Socio-economic	√		
Rurality	√		

**Actions are to be taken as a result of the Equality Impact Assessment**

Action Required <i>(clearly state where within existing management structures these actions will be performance monitored)</i>	Person responsible	Comp date	Review details - impact and outcome
<b>Signed:</b> Dawn Teysd	<b>Position: Head of Learner Services</b>		<b>Date: 25/05/2017</b>