

Use of Mobile Phone and Other Smart Devices Policy

Purpose

This policy aims to provide guidelines for the appropriate use of mobile phones and other smart devices by students and staff at the tuition centre. It is designed to ensure that the use of these devices supports a productive and safe learning environment.

Scope

This policy applies to all students, teachers, and staff at the tuition centre and covers the use of mobile phones, tablets, laptops, and other smart devices during tuition hours and on the tuition centre premises.

Guidelines for Students

During Class Time:

- Students are required to keep their mobile phones and smart devices switched off during lesson time, unless instructed otherwise by a teacher for educational purposes.
- The use of mobile phones for texting, calling, or browsing social media is not permitted while at Ely Classrooms, unless explicit permission is given by a member of staff.

Breaks and Free Periods:

- Students must ask permission to use their mobile phones and smart devices during designated break times and free periods, which may be granted as long as it does not disrupt the learning environment or activities of others.
- Use of mobile phones for non-educational purposes should be respectful of others and in line with the centre's code of conduct and anti-bullying policy.

In Case of Emergency:

- In case of an emergency, students are permitted to use their mobile phones with the permission of a teacher or a staff member.

Guidelines for Staff

- Staff members are expected to serve as role models for responsible use of mobile phones and smart devices.
- Staff members should refrain from using personal mobile phones for personal calls or non-work-related activities during class time, unless in the case of an emergency.

Data Protection and Privacy

- Students and staff are expected to respect the privacy and data protection rights of others when using mobile phones and smart devices within the tuition centre.

Enforcement

- Failure to comply with this policy may result in disciplinary action, as outlined in the centre's disciplinary procedures.

Policy Review

This policy will be reviewed regularly to ensure its effectiveness and compliance with relevant legislation and best practices in the UK.

Reviewed 7/10/24

Review due 7/10/25