



## Equine Learning CIC Mobile Phone Policy

This policy sets out ELCIC's framework governing what is deemed to be acceptable use of mobile phones. The purpose of this policy is to promote effective learning and to prevent unacceptable use of mobile phones and similar devices by students, and thereby to protect ELCIC's staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the 'E-Safety' policy and 'Internet Acceptable Use' policy. It is recognised that these documents must be reviewed and revised regularly.

### The Policy:

1. ELCIC strongly advises that mobile phones should not be brought in to the stables.
2. ELCIC understands a parent's wish for their child to have a phone for their journey to and from ELCIC. However, parents and students should understand that this is entirely at their own risk as ELCIC accepts no responsibility for loss, theft or damage of any phone, mp3 player or device brought into the stables
3. Mobile phones that are brought into ELCIC should be turned off (not on silent) before entering the site and handed to the Education Programme Supervisor at the start of the day where they will be stored in a locker. Students can request their phones if there is an emergency and they need to use them, this will be at the discretion of the Education Programme Supervisor. Phones will be returned to the student at the end of the day.
4. If a student needs to listen to music for sensory or wellbeing purposes we ask that parents provide the student with a suitable mp3 player which only plays music and has no access to the internet or social media.
5. It is forbidden to record photographic images (still or video) or sound recordings of staff or students without their explicit permission. Furthermore, any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone or other recording device confiscated. It will be treated as a disciplinary matter and their parents will normally be informed.
6. As part of ELCIC's Internet Acceptable Usage Policy and E-Safety Policy, ELCIC reserves the right to confiscate and search where there is a reasonable suspicion any phone that it may contain undesirable materials including those that promote pornography, violence or bullying.
7. Communications between parents / support workers and students during the learning day should only occur through ELCIC's communication channels and not via a student mobile phone. Parents and support workers are expected to contact The Education Programme Supervisor. Students wishing to contact home or their support worker must also ask The Education Programme Supervisor.