

## **Guidance on the use of mobile phones/devices and speakers in college**

### **Mobile phones**

Mobile phones/devices are a great way of keeping in touch with friends and family and are an important part of all our lives. The temptation may be to be constantly checking our phones because we don't want to miss out on what is going on. However, in a work environment this would not be acceptable, regardless of the job you are doing.

We want to model the workplace as much as we can and as such we have certain expectations (rules) about the use of mobile phones in workshops, classrooms and any other teaching space. In some cases this is because it is not safe for you to be using a mobile phone whilst in a workshop or kitchen – you might get distracted and cause or have an accident. In other cases it is because it shows that you are not giving our tutors and your friends your full attention and this is not in line with our expectations around respect.

**We trust all our students to use their mobile phones/devices in line with our expectations, however, if you can't you may be asked to put your mobile somewhere else.**

These are our expectations:

- Please turn your mobile to silent and put it in a bag or a coat pocket whilst in a teaching space. In certain workshop spaces, salons and kitchens you may be asked to keep your mobile phone in your locker.
- Sometimes we might use mobile phones as part of a lesson. If this is the case a member of staff will ask you to get your mobile phone out and provide instructions as to the activity. They will trust you to only use your mobile phone for this activity and to put it back in your bag when the activity is completed.
- You may also be able to use laptops and tablets in class, please use them for learning and not to catch up on the latest episode of Love Island!
- If you are expecting an urgent call from a family member or someone else, please ask them if possible to try and contact you through the college's main switchboard (01623 627191). If, for whatever reason, this is not possible, then please let your tutor know you are expecting such a call so you will need to keep your mobile's volume on but still in your bag.

Our tutors and staff will model the behaviour we expect they will not use their own mobile phones in lessons unless it is part of their teaching activity.

Every classroom and some workshops have clear plastic boxes on tables. If you cannot or refuse to meet our expectations you will be asked to place your mobile phone in the clear plastic box for the remainder of the lesson. If this continues, we may have to take more formal action outlined in our code of conduct.

### **Speakers**

Music is a very important part of all our lives; it helps us relax, can bring back really happy memories and can sometimes help us make friends. Smaller and blue tooth speakers mean that we can all listen to our music wherever we like. However in a big college with 100s of people, if we all brought a speaker and played our music loudly it would very soon become unbearable. You can listen to whatever music you like but if this music contains swearing or racist and sexist language than others may become really upset by it.

Because of this we ask that you only listen to your music through in-ear or other types of headphones. The radio will be on in most dining areas. **If you bring a speaker to college and use it, we may ask you to leave it with reception for the remainder of the day.**

In some cases you may be allowed to listen to music through headphones in class, in some cases this might be to help you with concentration or because we have agreed this as part of a support plan. This must be with the agreement of the tutor and in some cases on the recommendation of the central ALS team. However this will only be during times of self-study and not when you are expected to be working in a group or listening to a tutor.

**Any questions or queries**

Speak to:

Your progress mentor

Your tutor

Curriculum Manager or Head of School

Specialist support team

**Thank you for meeting our expectations**

**Respect yourself**

**Respect others**

**Respect the college**