

# ELECTRONIC DEVICES POLICY & PROCEDURE

Policy adopted by RISE Learning Zone: 01.09.2015

Last reviewed: September 2020

Next review: September 2022

*Policy Document SP-22*

*RISE LEARNING ZONE  
ELECTRONIC DEVICES POLICY & PROCEDURE*

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*Learners are not permitted electronic devices such as mobile phones; MP3 players; iPods and tablets etc. during the school day. RISE will make arrangements for learners to hand in devices at the start of the school day, store them securely and return them to learners at the end of the school day.*

*LEARNERS ARE NOT PERMITTED TO CHARGE ELECTRONIC DEVICES IN CENTRE.*

*If a learner needs to be contacted during the school day for exceptional circumstances, parents/carers can contact them by phoning RISE: contact details are supplied in the handbook.*

*If learners need to make contact with a parent/carer during the day in emergency, they can do so through RISE staff. Parents/Carers are welcome to contact their individual child's Achievement Mentor (Unity or referring schools) and messages will be relayed if required.*

*Learners are advised to leave electronic devices safely at home but if they choose to bring them to RISE, they are expected to hand them in to reception at the start of the day. They will be kept locked away securely until the end of the day. When handed in, the devices should be switched off and under no circumstances will staff turn them on or look at information on the device.*

*Devices will be kept for the duration of the school day and given back to Learners at the end of the day.*

*Learners will be checked with a handheld metal detector if they have not handed in their device or there is suspicion they have an additional device on their person.*