



## Mobile Devices Policy

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## Document Control

<b>This document has been approved for operation within:</b>	<b>Ripley ITT</b>
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## Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The **Executive Steering Group** is responsible for approving this policy and monitoring its effectiveness. The Executive Steering Group is responsible for ensuring that staff and trainees are treated fairly and consistently in the application of this policy and procedure. The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed. Trainee refers to all participants on programmes leading to QTS

SCITT Director is responsible for ensuring that all staff and trainees are aware of the policy.

## Introduction

Mobile communication devices are now a feature of modern society and most of our staff and trainees own one. Increasing sophistication of mobile technology presents a number of issues for schools with the key risk being the integration of cameras into them leading to potential child protection and data protection issues.

## Trainees and Staff Members When on School Premises and in Ripley ITT Training Sessions

### School Premises

- Trainees and staff members should follow school policy in regards to the use of mobile phones and devices. It is the trainee's responsibility to access and understand

the school policy. If there is a lack of clarity trainees should seek clarification from appropriate school staff and /or SCITT staff.

- Unless agreed by the school, the use of mobile phones is not permitted in lessons or in other communal areas and they must not be visible.
- Mobile devices should be kept in a bag.
- Mobile devices must be turned off not just on silent mode.
- Devices are not to be used to take or record images in school at any time.
- Any inappropriate use of technology will be dealt with via the Trusts staff disciplinary policy and code of conduct

## **Training Venues**

Typically, the same expectations as when on school premises apply however, if the training venue is not on school premises then the SCITT tutor will provide guidelines for the particular training session. For example, trainees may be able to use mobile devices for research purposes.

Ripley ITT accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. It is the responsibility of parents and pupils to ensure mobile devices are properly insured.