**Mobile Phone and Electronic Use Policy**

**Introduction**

The Mobile Phone and Electronic Use Policy at ICAN Education is designed to regulate the use of mobile phones and electronic devices within the centre, promoting an environment conducive to learning and productivity.

**Purpose**

The purpose of this policy is to:

* Minimise distractions and disruptions caused by mobile phone and electronic device usage during tutoring sessions.
* Encourage students to remain engaged, focused, and attentive to the learning process.
* Ensure the responsible use of electronic devices within the centre.

**Scope**

This policy applies to all individuals within ICAN Education, including students, tutors, staff, and visitors.

**Guidelines for Mobile Phone and Electronic Device Use**

**Restricted Usage**

Mobile phones and electronic devices should not be used during tutoring sessions, unless authorised by a tutor or staff member for educational purposes and content capture purposes.

**Silence or Vibrate Mode**

Mobile phones and electronic devices should be set to silent or vibrate mode to avoid disruptions during sessions.

**Emergency Calls**

In case of an emergency, individuals are allowed to use mobile phones. However, they should step outside the tutoring area to avoid disturbing others.

**Consequences of Non-Compliance**

Failure to comply with this policy may result in a verbal warning, followed by written warnings for repeated violations.

Continued non-compliance may result in temporary loss of tutoring privileges or access to the centre's facilities.

Severe or repeated violations may result in further disciplinary action, including suspension or expulsion from the centre.

**Exceptions**

Exceptions to this policy may be made for specific educational or emergency situations with prior approval from a tutor or staff member.

**Review and Amendments**

This Mobile Phone and Electronic Use Policy will be reviewed periodically to ensure its effectiveness and compliance with changing circumstances and centre requirements.

By following this Mobile Phone and Electronic Use Policy, individuals at ICAN Education contribute to maintaining a focused and respectful learning environment, fostering a conducive space for academic growth and achievement.

**To be reviewed:** September 2024