

ISD Mobile Phones in School Policy (Students, Staff and Visitors)

1. Introduction and Aims

At ISD, we recognise that mobile phones, including smart phones and watches, are an important part of everyday life for students, parents, staff and the wider school community. While these devices are a significant part of everyday life, the school recognises the need to ensure responsible use of these devices. Recent trends in the misuse of smartphones cite a range of concerns which include but are not limited to the following:

- Low concentration levels and distraction due to easy access and screen exposure
- Tired and exhausted students who have disrupted sleep patterns and are unable to focus in class and on learning.
- Bullying, humiliation and the spread of rumors and hate using social media
- The use of mobile devices to take inappropriate videos/images, including images of a violent or sexual nature
- Students taking pictures/ videos of staff / students without consent and creating memes and other distorted images which are then disseminated for wider reach
- Students communicating and sharing personal information with external and unknown parties via text/ social media

In line with National and International Education trends that are evaluating the impact of mobile/smartphone use and its impact on student learning, ISD aims to develop clear expectations and guidelines for the use of mobile/smart phones on campus for all stakeholders.

1.1 Aims

This policy has three broad aims:

1. Define the **expectations** for the responsible use of Mobile/Smart Phones, including:
 - Appropriate use of technology in the classroom and on campus.
 - Measures to avoid the risk of theft, loss or damage
2. Establishing clear **guidelines** for the use of mobile phones by student, staff, parents, visitors
 - Minimizing potential for lesson disruption
 - Safe use of phones on school campus
3. Connect to other significant school **policies** such as Child Protection, Use of Technology Behaviour Expectations.

- Risks to child protection
- Data protection issues

1.2 Aligning with School Policies

ISD takes its child protection and safeguarding policy expectations seriously and the misuse of mobile/ Smart phones can have a direct impact on the mental, social and physical wellbeing of staff and students.

The schools Academic Integrity policy and Assessment Policy further indicate the need for students to be principled at all times and avoid the use of Artificial Intelligence and easy access to information through devices to gain an unfair academic advantage.

The responsible use of technology and devices policy further states the significance of using technology appropriately and for the sole purpose of teaching and learning.

In the event of a suspicion or concern being raised regarding the use and content of a mobile/ Smart phone, the school reserves the right to search the contents of the phone and take suitable action as documented in its internal policies and guidelines. Suspicious and concerns may include but are not limited to the following :

- The use of the mobile/smart phone to capture/ store images or content that violate the privacy of a student or staff member including voice recording, photos, video's which has been obtained with or without consent
- The use of the mobile/smart phone to capture/ store material of a sexual or pornographic nature, including sexting and upskirting
- The use of the phone to capture images, recording that lead to bullying, harassment and intimidation
- The use of the mobile/smart phone to make abusive calls, texts, emails, social media posts directed at ethnicity, religious beliefs or sexual orientation.
- The use of the mobile/smart phone to modify the content that was recorded and superimpose onto other media that include but are not limited to form memes, photoshopped images, caricatures, jokes.
- The use of the mobile/smart phone to share and spread any of the above through social media or other group communication platforms that include but are not limited to snapchat, whatsapp, messenger, discord
- The use of the mobile/smartphone to gain an unfair advantage in the completion of academic work :
 - The copying of content, formulas, information
 - The use of AI
 - The use of Apps that provide answers to questions
 - Sharing of information among students through communication platforms

2. Roles and Responsibilities

2.1 Staff

- All staff (including teachers, support staff, and other educational staff) are responsible for enforcing this policy.
- All staff are protected by the procedures in this policy.
- Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception.
- Staff need to inform the Director and/or the divisional principals should the policy be breached

2.2 Students

- Students take responsibility to not bring mobile/smart phones onto the school campus on weekdays and weekends.
- In the event that students arrive on campus with their mobile phone they must hand it in upon arrival to the designated storage place at the security gate and secure the phone with a pin/ passcode.

2.3 Leadership

- The Director is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

3. Use of Mobile Phones by Students

Students will not be allowed to bring mobile/smart phones (including tablets with mobile data capability) onto the school campus on weekdays and weekends.

In the event that students arrive on campus with their mobile phone they must hand it in upon arrival to the designated storage place at the security gate.

Students can contact the Secondary office and request to make a phone call in an emergency only. Students may make these requests only at break times and at the beginning and end of the school day.

Parents may contact the school at 01817291475 or 01847198393 to communicate any information in an emergency.

3.1 Consequences

Students who intentionally or unintentionally do not hand in their phone and are discovered to have it on their person on campus will lose access to the phone. The following steps will be taken:

- The phones will be confiscated by the teacher/staff member
- The teacher/staff member will hand over the phone to the secondary office and tag it with student name and day of confiscation
- Parents will be contacted to collect the phone in person.
- No special requests from the student or parents will be entertained to release the phone

The school may also search a student's phone if staff have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offense, cause personal injury or is in breach of the school's Acceptable Use of Information and Communication Technology policy (see Secondary Parent-Student Handbook).

Certain types of conduct, bullying or harassment can be classified as extreme forms of misconduct. The school takes such conduct extremely seriously. Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone, including on the basis of someone's ethnicity, religious beliefs or sexual orientation

4. Use of Mobile Phones by Staff

4.1 Personal mobile phones

Staff are not permitted to use their personal mobile devices while students are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is on silent/ vibrate only). An exception to this could be a work-related task within these policy guidelines or in the case of use of school phones. This also applies to volunteers, contractors and anyone else otherwise engaged by the school.

Use of personal mobile phones is restricted to non-contact time, and to areas of the school where students are not present such as the staff room and offices. In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call Primary or Secondary Offices as personal phones will be silent during lessons.

4.2 Data protection

See the schools' policies on Data Protection.

- Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- Staff can use school iPads/ cameras to take pictures – not personal devices
- Staff can access website programmes that access data on external servers such as Seesaw, though they must not download content onto their personal devices.
- Staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- Staff must also secure any work phone provided to them. Failure by staff to do so could result in data breaches.

4.3 Safeguarding

- See the schools' policies on Safeguarding, IT
- Staff must not give their personal contact details to parents or students, including connecting through social media and messaging apps.
- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so
- Staff must avoid publicizing their contact details on any social media platform or website, to avoid unwanted contact by parents or students.
- Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
- Our schools' use of classroom apps or programs that are required to be accessed via staff's personal devices can be done outside the classroom/ contact with children. Information/ images/data cannot be downloaded to a personal device.

4.4 Using Personal Mobiles for Work Purposes

See the schools' policies on supervising residential visits In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips In these circumstances, staff will:
 - Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
 - Avoid use of their phones to take photographs or recordings of pupils, their work, or anything else which could identify a student
 - Refrain from using their personal phones to contact parents. If necessary, contact must be made via the school office

4.5 Work Phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorized staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation. Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

5. Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- Not taking pictures or recordings of students on school grounds or school trips or when working with students
- Not posting any images/data about the school on social media without consent
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
- Parents or volunteers supervising school trips or residential visits must not:
 - Use their phone to make contact with other parents
 - Take photos or recordings of pupils, their work, or anything else which could identify a student
 - Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.
 - Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, Theft or Damage

Students bringing phones to school must ensure that phones are appropriately labeled

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are traveling to and from school.

Confiscated phones will be stored in the school office in a secure location until collected. Lost phones should be returned to Reception. The school will then attempt to contact the owner.

7. Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on students' education, behavior and welfare.

When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behavior and safeguarding incidents
- Relevant advice from legal advisors and international school organizations