

Mobile Phone Policy

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Date to be reviewed	April 2024
Date of short review	April 2023
Committee accountable for review	IT Council
Senior Leadership Team member accountable for review	DHM

MOBILE PHONE POLICY

Introduction

At the Tula's International School, the welfare and well-being of our students is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. This policy on mobile phones includes all mobile communication devices such as tablets and especially those that have internet access.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes, staff, students, parents, visitors and contractors. This list is not exhaustive.

This policy should also be read in conjunction with the following documentation:

BMA note: arrange policies in alphabetical order - easier for Inspectors.

- Acceptable Use of ICT Systems
- Additional Boarding Guidance for boarding staff
- Anti-bullying Policy
- Behaviour Policy
- Child Protection Policy
- Guidance on Photography and Recording of Images of RGS Students
- Online-Safety Policy
- Preventing Radicalisation Policy
- Staff Code of Conduct
- Staff Handbook
- Valuables Guidance

Code of Conduct

Our aim is that all individuals:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within our school setting, which is agreed to by all users.

Personal Mobiles - Staff

3 Staff are not permitted to make/receive calls/texts/emails during contact time with students. Emergency contact should be made via the school Office.

- Staff should have their phones on silent or switched off and out of sight during contact time and as they move around the school.
- Mobile phones should not be used in a space where students are present (e.g., classroom, corridors, etc.)
- The use of phones (including receiving/sending of texts/emails) should be limited to non-contact time when no students are present e.g., in office areas, staff room, empty classrooms.
- Should there be exceptional circumstances (e.g., acutely sick relative), staff should make a member of the management aware of this so they can have their phone available in case they have to receive an emergency call.
- Staff are not permitted to use recording equipment on their mobile phones, subject to use of one of the approved Tula's social media accounts. Hence Legitimate recordings and photographs should be made using school equipment such as school camera and the Guidance on Photography and Recording Images of Tula's Students must be followed.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. There are rare cases where it is acceptable for staff to use a personal mobile phone for off-site activities. However, staff should ensure that:

- In the case of an emergency when it is necessary for students to have the personal mobile phone number of a member of staff it must be stressed that the number is only to be kept for the duration of the activity or until a school mobile phone can be used. Students and staff should delete the phone numbers at the end of the activity.

Personal Mobile Phones - Students

We recognise that mobile phones are part of everyday life for many students and that they can play an important role in helping students to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- All students must understand and follow the Valuables Guidance.

Key conditions include:

Mobile Phones:

- May not be used in study times and must be turned off .
- May not be used after lights out .
- May not be used in the Dining Room .
- May not be used during meetings .
- May not be used to bully another person .
- May not be used if they breach the privacy of another person .
- May not be used for inappropriate email or internet .
- May not be used to bring images of pornography or any other pictures to school that are at odds with our College Ethos and spirit .

- May not be used to photograph, record or video another student or staff member without permission.
- May not be used to send inappropriate images to others.
- May not video, record or photograph a boarding activity without permission.
- In the event that staff feel that the mobile phone has been used in breach of the policy, staff members may examine any files or records on the phone .
- Staff must be provided with the boarder's mobile number and IMEI number.
- Boarding staff need to be notified if there is a change to a student's phone number or IMEI number.
- Students may not use another student's mobile phone without permission of the owner.
- The understanding that phone chargers may be tested for electrical safety.
- The understanding that Boarding staff will confiscate a student's mobile phone if it is determined that there has been a breach of this policy. When purchasing a phone for a student, consideration should be given to the type of phone which would be appropriate to a boarding school environment .

- Phones with unlimited call plans are discouraged.
- Expensive phones that cannot be properly secured are discouraged.
- Where mobile phones are used in or out of school to bully, intimidate or cause distress to others, the school has the right to intervene and apply appropriate sanctions.
- The school takes no responsibility for the loss, damage or theft of a boarder's mobile phone.

- Follow up action for the Mobile Phone Policy
- The school expects students not to use their mobile phones or any other inappropriate electronic devices on campus. (Excused only with the approval from the Dean of Studies and under teachers' supervision for educational purpose.)
- Cases of students who violate the Policy as stated in the table below will have their cases passed to the Discipline Committee for follow up actions as follows:

<ul style="list-style-type: none"> • Misuse of mobile phone for the 	<ul style="list-style-type: none"> • Follow up actions
<ul style="list-style-type: none"> • 1st time 	<ul style="list-style-type: none"> • Confiscation of the mobile phone or inappropriate electronic devices for ONE school day • Warning message will be sent to parents • Mobile call will be allowed after 15 days
<ul style="list-style-type: none"> • 2nd time 	<ul style="list-style-type: none"> • Confiscation of the mobile phone or inappropriate electronic devices for THREE school days • Student will be sent to Detention Class • Warning message will be sent to parents • Mobile call will be allowed after 30 days
<ul style="list-style-type: none"> • 3rd time onwards 	<ul style="list-style-type: none"> • Confiscation of the mobile phone or inappropriate electronic devices for ONE MONTH • Student will be sent to Detention Class • Meeting with parents will be arranged

- Students can apply for special arrangement with discipline teachers in regards to the return of confiscated items as long as a valid reason is provided to support the request (e.g. special activities / timetable). Students are only allowed to have such an arrangement after obtaining permission from the school.
- Cases of students who misuse mobile phone for 4th time onwards, will be referred to the Discipline Committee and Student Guidance Team for follow up action.
- Examples of follow up actions as follows:
 - Meeting with the House parent
 - Meeting with a member of IT council
 - Meeting with the social worker
 - Meetings with Head of Boarding/ Head of Pastoral care
 - Meeting with Parents
 - Discipline report / Deans / Headmaster
 - Record on report card
 - Record in student profile
 - Warning letter
 - Detention class
 - Suspension

Policy for visitors All who visit The Tula's International School are expected to follow our Mobile Phone Policy as it relates to staff whilst on the premises. On arrival, visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore, ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as sporting fixtures **but insist that parents follow our Guidance on Photography and Recording of Images of Tula's Students.**

Dissemination

The Mobile Phone Policy will be shared with staff as part of their induction. It will also be available to parents via the school website and students can access the guidance via the Head of Boarding. Guests to the school will be made aware of the information in a leaflet when they arrive at school.

Tula's International school Boarding Mobile Phone Acceptable Use Policy Contract

1. I have read and understood the above information about appropriate use of mobile phones at Downlands College and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg if lost, or if the phone is being used inappropriately) .
2. I give permission for school staff members, in the presence of the Head of Boarding and in consultation with me, to access my son or daughter's mobile phone to examine any files or records on the phone if staff feel that the Mobile Phone Policy has been breached . The student will be obliged to provide his / her passcode .
3. I also accept that the school will administer the sanctions as described above in the case of unacceptable or inappropriate use of the phone.

Parent / Guardian name:

Parent / Guardian signature:

Date:

Student name:

Mobile phone model:

IMEI :

IMEI – International Mobile Equipment Identity: Unique number 15 or 17 digits found under the battery or in most phones by pressing *#06# on your phone

Mobile phone number:

Student signature:

Date: