



SCIS MOBILE PHONE POLICY

Mobile phones are not permitted in the Primary school.

This policy therefore applies to the Secondary school.

Purpose

1.1. The widespread ownership of mobile phones among students requires that school administrators, teachers, students, parents and guardians take steps to ensure that mobile phones are used responsibly at schools.

This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety; communication with home) can continue to be enjoyed by our students.

1.2. SCIS has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and guardians with guidelines and instructions for the appropriate use of mobile phones during school hours. In short, **phones must be switched off and left in silent mode throughout the school day.**

1.3. Students, their parents or guardians must read and understand the Acceptable Use Policy *before* students are given permission to a bring mobile phone to school.

1.4. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities (where particular rules may apply).

2. Rationale

2.1. Personal safety and security: SCIS understands that parents/guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

However, SCIS advises against bringing phones to school and their use in school, without supervision, is not allowed. Bringing a phone to school is therefore left to the discretion of parents and our guidelines follow suit.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or guardians. SCIS takes no responsibility for the loss or damage of a mobile phone in school.

3.3. Parents/guardians should be aware if their child takes a mobile phone to school.

3.4. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

4. Acceptable Uses

4.1. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.2. The school recognises the importance of technology present in mobile phones e.g. camera and video recording, internet access, MP4 playback etc. Teachers may wish to utilise these functions to aid teaching and learning. On these occasions pupils may use their mobile phones in the classroom when express permission has been given by the teacher. Where a pupil does not have a phone, they will be provided with a school tablet or alternative source of information to learn from.

5. Unacceptable Uses

5.1. Unless express permission has been granted, mobile phones **should not** be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Mobile phones are only to be used with permission from a member of staff.

5.2. Mobile phones must not disrupt classroom lessons with ringtones, music or beeping. **Phones must be switched off and left in silent mode throughout the school day.**

5.3. Using mobile phones to intimidate, bully or threaten other students is totally unacceptable and will not be tolerated; any such behavior will be strongly punished through the school's behavior policy.

5.4. It is forbidden for students to "gang up" on another student and use their mobile phones to take videos or pictures of activities which denigrate or humiliate that student. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.6. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to a fellow student, staff or visitor to the school.

6. Theft or damage

6.1. Students that bring phones are responsible for them and should not leave them unattended.

6.2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones including while travelling to and from school.

6.3. Mobile phones that are found in the school should be handed to the School Reception Desk in the front office.

7. Inappropriate conduct

7.1. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Head of Secondary or Headmaster.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Secondary Head or Headmaster.

7.3. Failure to hand over a Mobile phone when requested will escalate the sanctions to at least Level 3 (of SCIS School Behaviour Policy) immediately and a referral to the Head of Secondary.

8. Sanctions

8.1 On the first infringement of this policy the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent to inform them of the incident.

8.3. On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without parent consent. The incident will be recorded and the pupil will receive a detention.

8.4. On the third infringement the mobile phone would be confiscated by the teacher and taken to the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile phone to school. An internal exclusion will be issued.

8.5 Other sanctions may be utilised including exclusion from school (temporary or permanent) depending on the severity of what the student has done and how they have reacted during the event.

End.

September 25, 2020.