



ICS Policy Document

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Mobile Phone Policy

Approved by: Vice Principal Committee	Date: November 2019
Last reviewed on:	Date: December 2023
Next review due by: 2 yearly	Date: December 2025

Introduction and Aims

At ICS we recognize that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers;
- Support the school's other policies, especially those related to child protection and behavior.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection;
- Data protection issues;
- Potential for lesson disruption;
- Risk of theft, loss, or damage;
- Appropriate use of technology in the classroom.



Roles and Responsibilities

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- The Vice Principal committee is responsible for monitoring the policy every three years, reviewing it, and holding staff and students accountable for its implementation.

Use of Personal Mobile Phones by Staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or personal texts, while students are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More information can be found in ICS's Data Protection policy and Acceptable Use policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

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, or approved by the Head of Section to use a personal device. .

Using personal mobiles for work purposes

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;
- Supervising residential visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct;
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student without Head of Section approval
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

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 authorization.

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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.



Use of mobile phones by students

Mobile phones are NOT allowed to be used in school. This includes add-ons such as ear pods. However, at ICS we understand that children and young people will occasionally need to be contactable, for example if they are walking, traveling by school transport, on their own, or in emergency cases for US Grades 9-12 and UK Years 10-13.

If your child brings their phone to school, it should remain on silent and in their bags at all times.

Staff are responsible for confiscating mobile phones seen throughout the day.

**Students must adhere to ICS's Code of Conduct for mobile phone use
(see appendix 1).**

Sanctions

ICS will confiscate phones used by students throughout the school day, unless explicit authorization has been given to an individual student by a member of the Senior Leadership Team (SLT).

Sanctions are as follows:

- 1st offense – ICS supervisor will retain the phone for 1 day. Student will have to collect it at the end of the day, and sign an undertaking that they will be mindful of the ICS policy.
- 2nd offense – ICS will retain the phone for 3 days. Parent/Guardian will be required to attend school to collect, and sign an undertaking that they will be mindful of the ICS policy.
- 3rd offense - ICS will retain the phone for 10 days. Parent/Guardian will be required to attend school to collect, and sign a Warning Letter.
- 4th offense – ICS will retain the phone for the remainder of the school term (SIM card returned). Parent/Guardian will be able to collect the phone at the End of Term.

Confiscated phones will be stored in the Supervisors office in a secure cabinet.



Cyber Bullying

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police as appropriate.

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 on the basis of someone's ethnicity, religious beliefs or sexual orientation

For further information regarding Cyber Bullying, please refer to our Anti Bullying Policy.

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, unless it's a public event (such as a school fair), or of their own child;
- Using any photographs or recordings for personal use only, and not posting on social media without consent;
- Not using phones in lessons, or when working with students.

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 students, 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 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.



Loss, theft or damage

Students bringing phones to school must ensure that phones are appropriately labeled, and are stored securely when not in use.

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 or accessories 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.

A disclaimer can be found in the Parent Handbook. This will also be provided to all new students at admissions.

Lost phones should be returned to the Receptionist/Security. The school will then attempt to contact the owner. This is made easier if the phones are clearly labeled as per school policy.

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 students;
- Feedback from teachers;
- Records of behavior and child protection incidents.

This policy is written in conjunction with the following legislation:

- ADEK Policy and Guidance Manual (2014-2015)
 - Policy 30: Professional Code of Ethics, Corresponding to Article (35) of the Organising Regulations
- UAE Federal Law 5 of 2012 on Combating Cybercrimes
- UAE Federal Law No. 12 of 2016 amending Federal Law No.5 of 2012 on Combating Cybercrimes



Mobile Phone Policy Appendix 1: Code of Conduct for Students

Mobile Phone Code of Conduct

“I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so.”

You must obey the following rules if you bring your mobile phone to school:

- **All phones must be clearly labeled with your name and class.**
- You must secure your phone and accessories before entering the school.
- Phones must be switched off (not just put on ‘silent’).
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
- You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
- Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.
- Don’t share your phone’s passwords or access codes with anyone else.
- Don’t use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - Email
 - Text/messaging app
 - Social media
- Don’t use your phone to send or receive anything that may be criminal. For instance, by ‘sexting’.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.
- Don’t use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school’s behavior policy.
- You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school’s behavior policy and will be dealt with accordingly.
- Mobile phones and smart devices (e.g. smart watch) are not permitted in any internal or external exam or test environment. If you have a mobile phone or smart device, you will be asked to store these appropriately, or turn them over to an



exam invigilator, before starting the test. Having a mobile phone or smart device on your person, can result in your exam being declared invalid.

I understand that the following sanctions will be applied:

- 1st offense – ICS supervisor will retain the phone for 1 day. Student will have to collect it at the end of the day, and sign an undertaking that they will be mindful of the ICS policy.
- 2nd offense – ICS will retain the phone for 3 days. Parent/Guardian will be required to attend school to collect, and sign an undertaking that they will be mindful of the ICS policy.
- 3rd offense - ICS will retain the phone for 10 days. Parent/Guardian will be required to attend school to collect, and sign a Warning Letter.
- 4th offense – ICS will retain the phone for the remainder of the school term (SIM card returned). Student will be issued with a Warning Letter. Parent/Guardian will be able to collect the phone at the End of Term.

Further instances of misuse will result in ICS retaining the phone for the remainder of the school year

Student signature: _____ Date _____

Parent signature: _____ Date _____