Mobile Phone

Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Purpose
At ICS, we recognize that mobile phones, including smartphones, are an integral part of modern life for students, parents, staff, and the wider school community. This policy aims to:

- Promote and model safe and responsible mobile phone use.
- Establish clear guidelines for mobile phone usage by students, staff, parents, and volunteers.
- Support the school's policies related to child protection, behavior, and data protection.

Scope
This policy applies to:

- All staff (teaching and non-teaching), students, parents, volunteers, visitors, contractors, and anyone else engaged with the school.
- The use of mobile phones on school premises, during school trips, and any school-related activities.

Aims
The policy seeks to address challenges associated with mobile phone use in schools, including:

- Risks to child protection.
- Data protection and privacy concerns.
- Potential for disruption during lessons.
- Risk of theft, loss, or damage.
- Appropriate use of technology in the classroom.

Roles and Responsibilities

- **Staff**: All staff, including teachers, support staff, and supply staff, are responsible for enforcing this policy. Volunteers and visitors must alert staff if they witness a breach of the policy.
- **Vice Principal Committee**: Responsible for monitoring the policy every three years, reviewing it, and ensuring compliance among staff and students.

Use of Mobile Phones by Staff

Personal Mobile Phones

- Staff must not make or receive personal calls or texts during contact time or when students are present.
- Mobile phone use is limited to non-contact times in areas where students are not present (e.g., staff room).
- Exceptions for emergencies include:
    - Emergency contact by dependents or schools.
    - Situations involving acutely ill family members.

Data Protection

- Staff must not process personal or confidential school data on their personal phones.
- Refer to the school's Data Protection and Acceptable Use policies for further guidance.

Safeguarding

- Personal contact details must not be shared with parents or students.
- Staff must avoid publicizing personal contact details on social media platforms to prevent unwanted contact.
- Personal phones must not be used to take photos or recordings of students. All such activities must use school-authorized equipment.

Using Personal Mobiles for Work

In specific circumstances, staff may use personal phones for school purposes, such as:

- Emergency evacuations.
- Supervising off-site trips or residential visits.

In such cases, staff must:

- Use phones professionally and appropriately, following the staff code of conduct.
- Avoid using phones to take photos or recordings of students.
- Contact parents only through the school office if necessary.

Work Phones

- School-provided phones are for authorized work purposes only.
- Communication via work phones must always align with professional standards and the staff code of conduct.

Sanctions

Staff violating this policy may face disciplinary actions as outlined in the school's disciplinary policy.

Use of Mobile Phones by Students

Mobile phones are not permitted for use during the school day. However, ICS understands that students may need to be contactable for safety or emergency reasons. For students in Grades 6-12:

- Phones must be handed to the Supervisor before morning assembly and collected at the end of the day.
- Phones must be switched off when handed over (not on silent mode).
- Staff will confiscate phones seen during the school day without prior authorization.

Sanctions for Students

1. **1st & 2nd Offense**: Phone retained for the day. Parent/guardian informed. Student signs an undertaking.
2. **3rd Offense**: Phone retained for one day. Parent/guardian called, and a warning letter issued.
3. **4th Offense**: Phone retained for the remainder of the week (SIM card returned). Parent/guardian must collect the phone and sign a second warning letter.
4. **5th Offense**: Privilege to bring a phone to school revoked. Further breaches may result in suspension.

Confiscated Phones

- Phones are stored securely in the Supervisor's office until collection.

Cyber Bullying

The school will take strict action against any conduct classified as cyberbullying or harassment, including:

- Sexting.
- Threats of violence.
- Abusive messages or posts based on ethnicity, religion, or sexual orientation.

The school will involve law enforcement when necessary. Refer to the Anti-Bullying Policy for more details.

Use of Mobile Phones by Parents, Volunteers, and Visitors

- Mobile phone use must align with staff guidelines during school hours.
- Parents and visitors must not:
    - Take photos or recordings of students unless at public events or with prior consent.
    - Post photos on social media without consent.
    - Contact students directly during school hours.
- Volunteers supervising trips must enforce student mobile phone rules and refrain from taking photos or contacting other parents.

Loss, Theft, or Damage

- Students must ensure phones are clearly labelled and secured when not in use.
- Staff and students must protect their phones with passwords or PINs.
- The school accepts no responsibility for lost, stolen, or damaged phones.
- Lost phones found on school premises will be returned to the reception desk, and owners will be contacted if phones are labelled.

Monitoring and Review

ICS is committed to ensuring this policy positively impacts education, behavior, and student welfare. When reviewing the policy, the school will consider:

- Feedback from parents, students, and staff.
- Behavior and child protection incident records.

This policy will be reviewed every three years by the Vice Principal Committee.

Appendix 1: Mobile Phone Code of Conduct for Students

Agreement "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 in writing."

Rules

1. Phones must be labelled with the student's name and class.
2. Phones must be handed to the Supervisor before Assembly and collected after school.
3. Phones must be switched off before being handed over.
4. Phones may not be used in toilets or changing rooms.
5. Taking photos or recordings of staff or students without consent is prohibited.
6. Students must not share passwords or access codes.
7. Cyberbullying and sending/receiving inappropriate content are prohibited.
8. Students must comply with staff instructions regarding mobile phone use.
9. Phones are strictly prohibited in exam environments.

Sanctions

1. **1st Offense**: Phone retained for three days. Parent/guardian collects the phone and signs an undertaking.
2. **2nd Offense**: Phone retained for ten days. Parent/guardian signs a warning letter.
3. **3rd Offense**: Phone retained for the rest of the academic year (SIM card returned). Phone collected with the End of Year Report Card.

Student Signature:
Parent Signature:
Date: