



THE BRITISH SCHOOL OF
ALMERÍA

MOBILE PHONE POLICY

OWNER

THE BRITISH SCHOOL OF ALMERIA

TYPE OF PAPER

POLICY

TOPIC AREA

SAFEGUARDING

DATE OF REVIEW

SEPTEMBER 2022

LANGUAGE

ENGLISH

At the British School of Almería, we fully understand that technology plays an increasingly important role in all of our lives. This has become increasingly apparent in recent years with the emergence of smartphones, iPhones and smart watches which include many additional and more frequently used functions including:

- Instant messaging
- Integrated camera and video functions
- Full access to the internet (search engines, social networking sites, video content etc)

For many of our students, ownership of a mobile phone provides them with increased independence to organise their daily lives and prompts social contact between them and their peers. It also gives them the opportunity to demonstrate that they can manage information in a safe and responsible way.

When used correctly, mobile phones and other technological devices have tremendous potential to support and enhance our pupils' learning experiences . However, we are aware that mobile phones are often misused within schools.

Families and pupils must understand that the misuse of mobile phones by pupils or any other members of the school community will not be tolerated.

Amongst the examples of mobile phone misuse we include the following:

- Unauthorised use of any mobile device during the school day including during designated break times.
- Use of mobile phones in school toilet facilities
- Bullying by text, instant messaging, sending images or email.
- Sending disrespectful or abusive messages via text, instant message, social media sites or email.
- The use of mobile phones for "sexting" (sending provocative messages or images
- Unauthorised and unconsented capture of images of any pupils or staff
- Pupils posting material on social media sites which may be damaging to the reputation of the school, their peers or themselves.
- Diffusing personal information of peers or teachers
- Pupils contacting parents during the school day without authorisation from staff
- Possession of a mobile phone during examinations*

**Please note that, in the case of external examinations, the school is required to report any such incident to the examination board. This may lead to the examination being cancelled for the candidate in question*

Dealing with incidents of misuse

- Misuse will be dealt with in line with the current school behaviour policy with the sanction being proportionate to the severity of the incident and to the potential danger or consequences of such action.
- Unauthorised use of mobile phones in school will lead to their confiscation until the end of the school day. In the case of repeated unauthorised use, families will be requested to collect the device from the school reception.
- In cases of moderate to severe misuse, families will be asked to cooperate with school staff in order to carry out the necessary investigations
- In the case of a serious incident, which may constitute a criminal offence, it is our duty to report the matter directly to the Police

Acceptable use of a mobile phone in school by pupils

All pupils must sign the **Acceptable Use Policy Agreement for Pupils** which will be shared at the start of each academic year.

Primary, Key stage 3 and 4

- Mobile phones must remain switched off during the school day
- Mobile phones must remain out of sight at all times
- Mobile phones must not be taken to the playground during break times
- No mobile phones will be allowed in a room where an examination is being held
- The security of a mobile phone remains the responsibility of the owner. This includes during lessons where belongings cannot be kept close at hand .e.g. During PE lessons
- Staff may ask to see content on a mobile phone if an incident of misuse has taken place.

Key Stage 5

- Mobile phones must remain switched off during lessons unless the class teacher authorises their use.
- Mobile phone use is authorised during study periods only in the designated study areas and only as an effective study aid.
- Mobile phone use is restricted to the designated Key Stage 5 study areas
- Mobile phones must not be visible in public areas of the school including corridors, the school entrance, the school dining room and the playground.
- The use of mobile phones during lessons is restricted to that requested and closely monitored by the class teacher.
- All cases of misuse will be dealt with as outlined above

Examples of unacceptable use of a mobile phone by pupils

The following incidents are clearly in breach of the school's mobile phone policy and will result in appropriate sanctions being implemented.

Refusing to switch off or hand in a mobile phone to a member of staff when requested

Bullying, harassing or causing distress to any member of the school community, through text or images, via the use of instant messaging, text, email or any form of posts to social media or any public sites

Photographing or filming pupils or any member of staff without their knowledge and permission.

Photographing or filming in school toilets, changing rooms and or any other similar areas.

Sharing the personal information of others without their knowledge and consent.

Using a mobile phone outside school hours to cause distress to or intimidate any pupils or staff

Using a mobile phone outside school hours in such a way that the reputation of the school or its members may be harmed.

Sanctions and consequences

Pupils and parents will be notified of the action to be taken following a breach of the acceptable use guidelines

The school reserves the right to confiscate a mobile phone in instances of mobile phone misuse

Incidences of mobile phone misuse which occur outside school hours but which may be potentially damaging to our pupils and/or staff will also be investigated fully.

Incidents which are deemed to be serious will be severely dealt with and may ultimately lead to more severe sanctions including temporary or permanent exclusion of the pupils involved.

Confiscation of mobile devices

In the event of mobile phone misuse, the pupil's device will be confiscated by the staff member present at that time and will be kept in the administration department until the end of the school day.

The device will be labelled and returned to the relevant pupil at the end of the school day.

In the case of repeated or serious misuse, the school will request that the mobile phone be collected by a parent/carer. A short meeting will be requested to discuss the matter further.

In instances of repeated misuse by an individual pupil, the school may issue a temporary or permanent ban on bringing a mobile phone to school. Parents will be fully informed.

Further investigation of incidents

The school will not oblige pupils to share the content held on their personal device in the event of the need for further investigation.

Incidents involving mobile phone misuse, which compromise the safety and welfare of either the perpetrator or other pupils or staff, will be reported to the school safeguarding team

Parents are expected to cooperate with school staff to help to investigate any serious incidents which occur either within or outside of school hours.

In cases where a serious incident may constitute a criminal offence, the matter will be directly reported to the Police.

Related Policies and Documentation

BSA ICT and E-Safety Policy

BSA Acceptable Use Policy Agreement -Staff and Volunteers

BSA Acceptable Use Policy Agreement - Pupils

Policy amended by Gillian Greaves July 2022

To be reviewed: September 2023



THE BRITISH SCHOOL OF
ALMERÍA

Part of



**International[®]
Schools
Partnership**