

Tenby International School Setia Ecohill Mobile Phone Policy

Policy	Mobile Phone Policy			
Approval Date:	12/03/2025	Next review:	12/03/2026	
Review Cycle:	12 months			
Scope	Whole Group	<input type="checkbox"/>	Whole School	X
	International Primary	<input type="checkbox"/>	National Primary	<input type="checkbox"/>
	International Secondary	<input type="checkbox"/>	National Secondary	<input type="checkbox"/>
Ownership:	SLT		Approved by:	SLT

Introduction

This policy outlines the acceptable use of mobile phones at Tenby International School SEH in the context of safeguarding and underpins everything that we do at Tenby International School SEH. At Tenby International School SEH, we recognise and understand the vulnerability of our children and the potential inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

Aims

This policy aims to:

- Ensure that there is clear understanding and adherence to the policy by staff, visitors, and students.
- Promote, and set an example for, safe and responsible use of mobile phones.
- Support the school's other policies, especially those on safeguarding and child protection.

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

- Data protection
- Lesson disruption
- Risk of theft/damage
- Inappropriate use of technology
- Child protection

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 Campus Principal and Senior Leadership Team are responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

Staff Personal Mobile Phones

Staff mobiles should be kept safe during teaching hours and should only be used, away from the students, in designated breaks and lunch. However, as a school, we do understand that there are circumstances when keeping your personal mobile phone is a necessity. For example:

- Emergency contact for a sick child

- Ill family members
- Waiting for a call from a hospital/surgery
- Supervising off-site trips
- Emergency evacuations

In these circumstances, staff should use their phones appropriately, not take any photos or recordings of students, their work, or anything else that can identify them.

Unacceptable Use of Phones

- Staff must not use their phones to access any personal school data.
- Staff must not take any photographs of students on their phones. (If for permitted school reasons, these must be deleted before leaving school at the end of the day)
- Staff must not use their personal phones to contact parents/carers unless in exceptional circumstances agreed by Senior Leadership Team (SLT).
- Staff must refrain from giving out their personal details to parents/carers, including connecting through social media sites.

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

Loss/Theft/Damage

Tenby International School SEH will not be held responsible for any loss/damage or theft to personal mobile phones whilst at school, or on transport to and from school. Students must ensure that their phones are appropriately protected (face recognition, passwords, etc.) to deter theft and/or access by others. Confiscated phones will be stored securely.

Student Mobile Phones

At Tenby International School SEH, we appreciate the importance of students having mobile phones due to long journeys, having contact with home whilst traveling, and listening to music. However, students must hand their phones into their teacher when they arrive at school for the protection of all students at Tenby International School SEH.

Sanctions

If mobile phones are not handed in, and staff are notified that a pupil has a phone, then the relevant sanctions will be enforced such as:

In Primary School

1. Confiscation of phone
2. Phone call home
3. Parent/carer meeting
4. Written record on Class Dojo with sanction

In Secondary School students must lock their phone in their locker once they arrive to campus and cannot remove their phone until the end of the school day. For students who are caught in possession of a mobile phone during the school day, the following sanctions are in place:

1. First offence: phone confiscated and passed to school reception. The parents are notified, and the student collects the phone at the end of the school day.
2. Second offence: phone is confiscated and passed to reception. The school keeps the phone until the next school day and parents must collect the phone from reception. In the event of a phone being confiscated on a Friday, it will be kept until the following Monday.
3. Third offence: phone is confiscated and passed to reception. The school keeps the phone for 5 business days, at which point it is returned to parents after a meeting with the Head of School or Pastoral Deputy.

The Pastoral Team carries out random phone searches which enforce the mobile phone policy, while not disrupting the learning. All phone confiscations are tracked by the school receptionist via Microsoft Excel.

Certain types of conduct, bullying, and harassment can be classified as a criminal offense. Such conduct includes:

- Sexting (consensual and non-consensual sharing of nude or semi-nude images)
- Upskirting
- 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.

Use of Mobile Phones by Parents and Visitors

Parents and visitors (including contractors) must adhere to this policy if they are on the Tenby International School SEH site. This means that they must not:

- Take pictures of students, unless consent has been given and it is a public event.
- Use any photographs or recordings for personal use only, and not post on social media.