

## Mobile Phone Policy

The RISS Mobile Phone Policy is part of our school-wide approach to align our mission for “every student to enjoy their youth” with our vision that we are “educating for self awareness, curiosity and integrity in a changing world.” Our culture of being values-led in education, is united by a common belief that we do not only have to prepare young people for their educational journey and life beyond school, but also ensure that young people enjoy their childhood now. It is under this premise that this specific policy rests.

RISS is committed to the integration of learning technology to transform instruction, facilitate learning and develop skills and dispositions that will serve our students well both now and in the future. Therefore, RISS teachers will always decide what, when and how we will make use of this.

Mobile phones are an integral part of young people's life and can add considerable value when it comes to supervised learning, social connections/interaction, sharing information and safety for families. RISS will not ignore this role and will foment this life changing opportunity within a culture of respect, responsibility and security. Therefore, we need to set principles and practices that will allow us all to make the most of our time in school by building strong relationships and interact with our friends face to face and in harmony with one another.

### Rationale

1. The school will work under the principle of "**no see no hear**" for the use of Mobile Phones.
2. Children need support in the orientation of building effective and positive relationships with one another. Mobile phones take this important responsibility away from parents and schools, especially in the early years.
3. Children's lives have become complex and emotionally demanding within virtual settings with Mobile Phones. Parents and the school need to guide their children when it comes to dealing with the unexpected events that involve peers. Children are learning about dealing with others. Dialogue and advice from caring adults to students is a successful formula that will also have an impact on their communications outside of school.
4. The Mobile phones' virtual settings remain unregulated when it comes to the quality of language and communication. The content exchange does not consistently foster personal growth, relationship building and learning progression for some of our most needed children.
5. Officially for some platforms such as Instagram and Tik Tok, students should be 13 years of age and older. However, this is not adhered to by students.
  - a. [Instagram](#).
  - b. [Tik Tok](#)
  - c. [YouTube](#) Terms of Services.
6. Conflict resolution and misunderstandings are dealt with ineffectively by young students within a mobile phone social media environment. This can lead to poor actions, language choices and decisions made by students with the intention to deal with matters which are at times, beyond their years.
7. RISS aims at providing an effective teaching and learning in a safe and caring atmosphere. Phones can disrupt effective teaching and learning, even when in silent mode.
8. Visual material, authorised or not, obtained through mobile phone can be used, in the wrong hands, as an opportunity to abuse others and each other.

9. We insist on safe and sensible use of phones which does not disrupt learning or compromise another's privacy at RISS.
10. We understand that our students grow and mature from Grade 6 to Grade 12 and we will work within these canons.

**For Parental Consultation**

### **Practice - specifically for the JC**

1. The privilege to bring your mobile phone to school will continue within strict measures.
2. “No see no hear” means that students will keep their mobile phones in their school bags (not in their pockets or jackets) and switched off or on silent mode during their time at school.
3. Mobile/smartphones and headphones may be used for personal use before entering the building for their lessons and when they leave the school premises, however they must be placed inside their bag prior to entering the school premises.
4. Mobile/smartphones must be switched off or on silent mode during their time at the school.
5. The use of mobile phones in lessons will always be at the discretion of the subject teacher who will indicate clearly what, how and when to deploy this device.
6. At no time will it be a requirement to have a mobile phone to partake in lessons. Alternatives, such as the use of school tablets or computers must be offered.
7. The school under no circumstances expects families to purchase a mobile phone. We respectfully recognize this entitlement of parents, and our teachers are aware of this.
8. No phone device should be used in the school to photograph, video or record students or staff without the express permission of staff and students. A parent/guardian must have given permission for such photographs/videos to be taken of their son/daughter.
9. If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.
10. In an emergency parents/guardians should phone the school reception and a message will be taken immediately to the student. This ensures that a student is given adult trained support and privacy in dealing with a potentially difficult situation.
11. Students who feel unwell must report to the school reception who will contact home. Students are not permitted to use their mobile phones to make such calls unilaterally. This allows support and supervision and also avoids students leaving the school grounds without a record being made.
12. Mobile phones cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.
13. Equipment with loudspeakers (e.g. iPod docking stations) are not allowed in the school.
14. If students would like to practice dance moves/skits during the break, they may use the drama room during break after obtaining permission.
15. Parents should not phone or WhatsApp students during their lessons or expect for this to happen. Any urgent message has to be communicated to the school administration staff, who will locate the student and pass on the message.
16. The school will provide agendas for students to register their timetable and homework. Students will be trained during tutorials about how to use their agendas optimally. At home, they can always check the magister for this purpose.
17. The school will allow students to use their tablets or laptops during breaks, but any student found gaming or using social media will be requested to close their unit and possibly to apply the sanctions below.
- 18.

### **Practice - specifically for Senior Campus Students**

1. In essence the same approach applies to our senior students in the SC regarding the use of mobile phones as in the JC. The "No see no hear" policy also means that students will keep their mobile phones in their school bags (not in their pockets or jackets) and switched off or on silent mode during their time at school, especially during lessons.
2. However, due to the fact that our senior students are more mature and able to self-regulate their actions, the senior students are allowed to make use of their mobile phones during breaks and free study periods.
3. Any misuse or abuse of the above privilege will result in the application of any of the sanctions as described below.
4. Teachers who wish to employ any mobile phones in the class setting, should keep in mind that the use of phones should be educational, regulated and in no way compulsory. Teachers should always have laptops as a backup plan.
5. Similarly, to the Junior Campus, the use of mobile phones in lessons will always be at the discretion of the subject teacher who will indicate clearly what, how and when to deploy this device.

For parental consultation

## **Cyber-bullying**

1. Cyber-bullying is completely unacceptable and will be followed up by the school as a serious misconduct.
2. Students must ensure that files stored on their phones do not contain violent, degrading or offensive images.
3. The transmission of images/information can be a criminal offence and can be dealt with as such by the school.
4. Irresponsible use of mobile devices, particularly with respect to use of recording audio or video files, can lead to an individual's right to privacy being compromised.
5. Phones are often very valuable and responsibility for the phone always rests with the student. The school cannot accept financial responsibility for any damage, loss or theft.
6. In every single scenario above, the school will invoke the necessary sanctions that in the extreme cases could lead to a permanent exclusion.
7. The school will establish an anti-bullying policy for the academic year 2020-2021, which will elaborate in depth our principles and practices.

## **Advice to Students on the safe use of Mobiles outside school premises**

Using your mobile is convenient and practical but you need to observe some common-sense ground rules to protect yourself from potential abuse or danger.

- Keep your security code or PIN number private.
- If you get texts, which upset you, do not reply, but keep a record/screenshot and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone do not forward it to others. Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- Visit the Thinkuknow website at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for more information on staying safe.

## Sanctions

In the event of a student failing to comply with the above school policy the following sanctions will apply.

- *First Offence*

On the first offence, the phone will be removed from the student and brought to the main office where it will be stored securely. The school office will hold the phone until the end of the school day. It is up to the student to collect the phone at a mutually agreed time. The offence will be recorded by the teacher in Magister and therefore brought to the attention of the appropriate tutor. Parents/guardians will be notified.

- *Second Offence*

Should a student be found to be using a phone for a second time, the phone will be removed from the student and brought to the main office where it will be stored securely. On this occasion, the phone will only be released once the parents have given their permission or collected the phone themselves. It is up to the student to arrange this permission and a time for collection. The student may use the school phone to request parents' permission.

- *Third and Subsequent Offences*

Should a student be found to be using a phone on a third or subsequent occasions, the phone will be removed from the student and brought to the main office where it will be stored securely. On this occasion, the phone will not be returned until a parents/guardian collects the phone. It is up to the student to arrange this permission and a time for collection. The student may use the school phone to request parents' permission. In addition, the phone will be handed in at the start of the school day and collected at the end of the school for a period of one week. This will increase with subsequent offences.

- Please note:

- A student found with more than one phone, in order to deceive a member of staff, may risk direct confiscation until a parent collects it, as in the third offence.
- If a phone item is used in lesson time without the authorisation of the teacher, the phone(s) will be confiscated as per "First Offence."

This current document is associated and aligned to the below policies found on our Key Document Section in our website:

- Policy - sources of information:
  - RISS vision, mission and values
  - RISS Teaching and Learning Policy
  - RISS Assessment Policy
  - RISS Child Protection Policy
  - RISS Learning Technology Plan
  - RISS Acceptable use of Technology Policy
  - RISS Handbook (latest edition) (see pages )
  - Mission, Vision and Core Values
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

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For parental consultation