

## **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 - “educating for self-awareness, curiosity and integrity in a changing world.”

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. RISS will not ignore this role and will develop this life changing opportunity within a culture of respect, responsibility and security.

Therefore, we need to set practices that will allow us all to make the most of our time in school by building strong relationships and interacting 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. Mobile phones are an integral part of young people's lives and can add considerable value when they are expertly supervised for learning approaches, for social connections/interaction, for sharing information and for safety.
3. The reality is that students' experience with mobile phones is primarily limited to specific media and gaming platforms that are counterproductive to their ability to socialise effectively, build long lasting relationships with peers and to their mental health.
4. 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.
5. Children's lives have become complex and emotionally demanding within virtual settings via 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.
6. 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 for our children.
7. Officially for some platforms, such as Instagram, YouTube, Facebook and Tik Tok, students should be 13 years of age and older. However, this is not adhered to by students. See terms of service from the below platforms:
  - a. [Instagram](#).
  - b. [Tik Tok](#)
  - c. [YouTube](#)
8. Conflict resolution and management of misunderstandings are often dealt with ineffectively by young people within a mobile phone/social media setting. This can lead to poor actions, language choices and regrettable decisions made by students in the spur of the moment.
9. RISS aims to provide effective teaching and learning in a safe and caring atmosphere.

- Phones can disrupt this, even in silent mode.
10. Visual material, authorised or not, obtained through mobile phones can be used, in the wrong hands, to abuse others.
  11. We believe in the safe and sensible use of phones which does not disrupt learning, or compromise students' health and wellbeing.
  12. We understand that our students grow and mature from Grade 6 to Grade 12 and we will respect this process in the planning of this document.

### ***Community Responsibilities and Practices***

#### ***Student responsibilities - Junior Campus***

The privilege to bring your mobile phone to school will continue within the below expectations:

- “No see no hear” means that students will keep their mobile phones and headphones in their school bags (not in their pockets or jackets).
- The use of mobile phones in lessons will always be at the discretion of the subject teacher who will indicate clearly what, how, when and for how long to deploy this device. After their use, they will go into their bags as normal.
- Mobile phones must be switched off during lessons and designated breaks (see below).
- Students will be allowed to switch on their mobile phones during breaks on Tuesdays and Thursdays.
- Mobile phones and headphones may be used for personal use before students enter the RISS building and when they leave the premises, however students must place the device inside their bag prior to entering the school.
- 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. Students need to consider that.
- 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.
- Equipment, such as Bluetooth Speakers, EarPods or any kind of loudspeakers, is not allowed in the school.
- If students would like to practice dance moves/skits during the break, they may use the drama room during break after obtaining permission.
- Students hiding in toilets or requesting to go to the toilets to use their mobile phones will be subject to the actions indicated on page 6 below.
- 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.
- 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 for support and supervision and also avoids students leaving the school grounds without a record being made.
- In an emergency, which requires communication with home, students must speak to a member of staff who will deal with the matter.

### ***Student responsibility - Senior Campus***

- 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 during their time at school, especially during lessons.
- 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.
- Our senior students will provide support to younger students in the Junior Campus with activities during breaks on Mondays, Wednesdays and Fridays and monitor its success. This could be linked to a CAS activity. The student council, the Service Learning and CAS Coordinator/Advisors will lead on this.
- Any misuse or abuse of the above privilege will result in the application of any of the actions described on page 6 below.
- 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, when and for how long to deploy this device.
- 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.

### ***RISS responsibilities and Practices***

- Continue working with the school community to ensure that our plans and actions are met with understanding and collaboration.
- Provide appropriate activities during breaks to support the development of social skills and interaction other than virtual settings.
- Organise workshops for students related to the effective use of technology.
- Provide information via our bulletins and organise workshops for parents related to children media safeguarding.
- Deliver assemblies that are in response to students’ behaviour within virtual environments.
- Appropriate support and guidance when issues related to addition and counselling are needed.
- It is not a requirement to have a mobile phone to partake in lessons. Alternatives, such as the use of school tablets or computers must be offered.
- 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.
- 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.
- The school will provide agendas for students to register their timetable and homework. Students will be trained during Induction Week about how to use their agendas optimally. At home, they can always check Magister.
- The school will allow students to use their tablets or laptops during breaks for educational purposes or reading, but any student found gaming or using social media will be requested to close their unit and apply the actions described on page 6 below.

### ***Teacher Responsibilities and Practices***

- Ensure consistency in the implementation of this document by ensuring that students keep their phones switched off.
- Apply the call process on page 6 fairly and consistently when students fail to collaborate with the “no see no hear” principle.
- Remind students of the rationale for us to regulate the use of mobile phones.
- Act as a role model and do not use mobile phones in lessons unless there is a clear educational purpose.
- Monitor students' work during lessons by being present and observant of students' activities. Not to lose sight of them.
- Respect parental decision not to purchase a mobile phone and ensure alternatives.

### ***Parental Responsibilities***

- Supervise students' virtual platform and establish clear expectations at home.
- Students aged below 13 should not have an account on Instagram, Tik Tok, Facebook, YouTube, etc.
- Parents should check Social Media terms and conditions.
- Talk to your child about their media presence and what it is taking place there.
- Visit and check students' virtual platforms on a weekly basis and take action when irregularities occur.
- Be on the alert for any inappropriate conduct from students and lead on resolution when it is a complex issue hard to resolve for your child.
- Be on the alert for any inappropriate material shared on the media about your child or any member of the school community.
- Involve the school when you become aware of any RISS students' exchanges deemed to be abusive, aggressive and demeaning. Ensure that appropriate evidence is collected and do not retaliate.
- In reference to the above parents must work with the school to solve situations.
- 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 if urgent.
- 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.

### *Advice to Students on the safe use of Mobiles*

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.
- 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. The transmission of images/information can be a criminal offence and can be dealt with as such by the school.
- Students must ensure that files stored on their phones do not contain violent, degrading or offensive images.
- Cyber-bullying is unacceptable and will be followed up by the school as a serious misconduct. The school will invoke the necessary actions and procedures that in the extreme of cases could lead to a permanent exclusion.
- Visit the Thinkuknow website at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for more information on staying safe.

For MR final Approval

## Actions

We hope our students will work with us on this all too important document that seeks to establish clarity in the use of mobile phones. If a student is found to be using his/her mobile phone when not expected. The following applies.

- *First* *call*  
The students will be requested to take the mobile phone to the administration, where s/he will be given a plastic bag to place the device and sign a slip. The student will collect the phone at the end of the day from the Heads of Section/Deputy Principal's office and an appropriate discussion will be held. A note will go in Magister's Logbook. It is the student responsibility to collect the phone.
- *Second* *call*  
The student will be requested to take the mobile phone to the administration, where s/he will be given a plastic bag to place the device and sign a slip. The student will collect the phone at the end of the day from the Heads of Section/ Deputy Principal's office. For the next three days, the student will leave the mobile phone under the care of the Heads of Section/Deputy Principal when s/he arrives and leaves the school. An email will be sent home to inform parents and an entry will be written in Magister's logbook. It is the student's responsibility to collect the phone each day.
- *Third and Subsequent calls*  
The school sincerely believes that this will not happen and after much discussion, the students will understand our needs to put this policy in place. However, under this potential scenario. The student and parents will be invited to school to discuss this situation and establish a course of action that acknowledges the school entitlement to establish clear expectations for us all to work together. A formal letter will be written home and uploaded to Magister's logbook in addition to reparation activities, detention and/or attending to courses linked to mobile phone such as gaming addiction or Cyberbullying.
- Please note:
  - A student found with more than one phone, in order to deceive a member of staff, may risk direct confiscation and the parent will be expected to come to school for a meeting with the Head(s) of section/Deputy Principal and collect the device.

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 Academic Integrity Policy
  - RISS Learning Technology Plan
  - RISS Acceptable use of Technology Policy
  - RISS Handbook (latest edition 2020-2021)
  - Mission, Vision and Core Values
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - RISS would like to thank International School Groningen and DISS for their contribution and support with this guide (July 2020).
- Research consulted:
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- In addition, we would like to thank the following stakeholders for their support and participation during the consultation process.
  - Wolfert Directors
  - RISS Parents
  - RISS Teachers
  - RISS Student Council

For MR final Approval