International School of London

Mobile Phone Policy

Date ratified:
August 2025

To be reviewed:
August 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.

We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world.

At the International School of London, we believe in:

Empowering students to maximise their learning opportunities and to fulfil their potential.
Actively integrating cultural diversity in the curriculum.
Creating inclusive, vibrant and innovative learning communities.
Offering a diverse and extensive international programme that supports personal, social and professional growth.

1. The purpose of this policy statement:

The International School of London recognises that mobile phones are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers and volunteers
- Provide staff and volunteers with the overarching principles that guide our approach to the use of mobile phones

The policy statement applies to all staff, volunteers, children and young people and anyone involved in any International School of London activities.
This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

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 Head of Secondary is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

Use of mobile phones by staff:

2.2 Personal mobile phones

Mobile phones must not be used to make calls, check emails or send messages while students are present and during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff work rooms).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- In an emergency when it is necessary to call for help
- In the case of acutely ill dependents or family members

****THIS WILL ONLY BE IN CASES WHEN ANOTHER DEVICE IS NOT**

AVAILABLE.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the Microsoft Teams platform on their laptop as a point of emergency contact.

2.3 Data protection

Staff are advised to not use their personal mobile phones to access any work-related platforms or resources to ensure GDPR is not breached.

2.4 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students, including connecting through social media and messaging apps. All contact with parents, carers or students should be made through the Microsoft Teams platform for phone calls or via email.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

2.5 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

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

(educational visits policy to be linked)

****THIS WILL ONLY BE IN CASES WHEN ANOTHER DEVICE IS NOT AVAILABLE.**

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or using the school provided mobile phone

2.6 School Mobile Phone

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised ISL staff are permitted to use the school mobile phone, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
- Mobile phones must be returned at the end of the school day, with the exception of PE and Forest school.

2.7 Sanctions

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

See the school's staff disciplinary policy for more information.

3. Use of mobile phones by students

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times
- Students must not use a mobile device, smart watch or electronic device including headphones anywhere in school during the school day, except under the specific direction of a teacher. For the purposes of this policy, the school day begins the moment students enter the school grounds and ends once the students leave the main building. Mobile phones will not be permitted to be used at any after school extra-curricular clubs.
- On arrival, mobile phones should be switched off and placed in students' lockers. It should not be seen or heard (including vibrate) throughout the school day.
- The phone can be switched back on upon leaving the school site. Not before and not during any period of social time (break or lunch)
- Any student found using or known to have used their phone during the school day will have their phone confiscated and returned at 3:30pm via the pastoral team. Parents will be informed.

Grade 10

- Grade 10 students will be permitted to use their mobile phones only in the designated Grade 10 Common Room. This will only be for the duration of lunchtime and the same rules apply as for the rest of the school. Students must not take mobile phones from the designated area to the bathroom or walk around corridors with them out and visibly in use. Mobile phones must be kept in your pocket and out of sight when taking the mobile phone to the designated area. The same rules will apply if the mobile Phone is not kept out of sight during this transition time.

Diploma College

- Students must not use a mobile device, smart watch or electronic device including headphones during lessons, 1-2-1 meetings, Directed Study Hours and Supervised Study Hours.
- Any student found using or known to have used their phone during the school day will have their phone confiscated and returned to them at the end of their last lesson on that day, via the pastoral team. Parents will be informed.

3.1 Designated areas:

The Head of School reserves the right to allow phones in selected areas given individual circumstances.

Diploma College

- Phones will be allowed during the day in the following designated areas: Non-communal teaching area (Student Common Room and Courtyard) when these designated areas are not used for teaching and learning.

3.2 Contacting students and Parents/Carers

In non-urgent situations, parents wishing to contact their child during the school day should contact the school Front Office. The Front Office will ensure the message is communicated to the student through their teacher and/or Head of Year and the Head of Student Wellbeing at the Diploma College. Students who need to contact parents during the course of the school day should speak to their Form Tutor or Head of Year, who will assist them and either make the call through Microsoft Teams or send an email. Diploma students should wait for a free period and place a call in one of the designated areas, if suitable at that time.

3.3 Consequences and follow-up

- If a student is seen using their phone or with their phone during school hours, the phone will be confiscated by the member of staff. Schools are permitted to confiscate phones/earphones from students under sections 91 and 94 of the Education and Inspections Act 2006 (legislation.gov.uk)
- The student will be able to collect their phone at the end of the day from their Head of Year, at 3:30pm and parents will be informed.

Diploma students will be able to collect their phone at the end of their last lesson of that day from the Head of Student Wellbeing.

- If a student has their mobile phone repeatedly confiscated (3 times or more), we will request a parent or carer collects it from the Front Office after 3:30pm or at the end of the day for Diploma students.
- In the instance of repeated confiscation, the student will hand in their mobile phone each day, before Tutor Time, to their Head of Year and the Head of Student Wellbeing for Diploma students, for a period of 2 weeks. The Head of year/Head of Student Wellbeing will agree this with parents through their monitoring of behaviour and rewards on ISAMS.
- If we have reason to believe the phone is being/has been used in a way that goes against the values outlined in our School Community Charter or to cause offence, staff have the power to search children's phones, as set out in the DfE's guidance on searching, screening and confiscation. Searching, screening and confiscation in schools - GOV.UK (www.gov.uk) This will always be carried out by

a member of the SLT or pastoral team. Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and students and parents must be aware that any such behaviour could lead to the police or other external agencies becoming involved as appropriate. Such conduct includes, but is not limited to:

- Sexting
- 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

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- ISL Child Protection Policy
- ISL Anti-bullying Policy
- ISL Behaviour Policy
- ISL Acceptable Use Guidelines/Policy
- Photography and image sharing guidance - Parent and Student Handbook

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.