



Secondary School Mobile Device Policy

Approved by: Secondary SLT

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Review: August 2025

Secondary School Mobile Device Policy

We are committed to providing a caring, friendly and safe environment for all of our students and believe that modern technology in the form of mobile phones, when used appropriately, offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones or other electronic devices are used inappropriately, they distract from the core school business of learning and, at worst, can be used as a tool for bullying.

In order to strengthen our Safeguarding and Child Protection practices and to reduce risk for all of our community, ISB implements the following policy with regard to mobile/smart devices:

- Secondary children are allowed to bring mobile phones. Mobile phones must be **switched off** and kept in the student's locker at all times during the school day.
- iPads and Mac devices that students bring in must be enrolled in the school system.
- Students are not permitted to use their phones when on school premises for any reason – this includes breaks, lunchtime, activities and times before and after school when the student is on the school grounds.
- Mobile phones may be used with teacher supervision during specific subject requirements, like IBDP Visual Art lessons.
- If a student needs to call home, s/he must report to a member of the Secondary SLT, who will give permission for them to attend the reception desk to make the call under supervision.
- A student found with a phone not in their locker during the school day (other than on immediate arrival or departure to/from school) will have the phone withheld.
- Electronic devices are considered a valuable aid to learning and will be permitted to be used in class only with the express permission of the teacher. Such devices must only connect to the internet via the school's Wi-Fi. They must not have a separate facility for access via a commercial mobile data network.
- The use of VPNs is prohibited in school as it poses a risk to students' digital wellbeing and is intended to eliminate the risk of low attention in the class.
- Mobile devices such as iPads, Laptops or phones are not allowed during breaks and should only be used under teacher guidance. Key Stage 5 students are permitted to use their iPads or laptops during study hours.

Unacceptable use

ISB will consider any of the following to be unacceptable use of the mobile phone or device and a serious breach of the school's behaviour policy, resulting in sanctions being taken.

- Photographing, filming or recording inside school premises (these may include lessons without permission, photographing or filming staff or other students, photographing or filming in toilets, changing rooms and similar areas)
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch the device off or handing over the device at the request of a member of staff
- Using the device outside school hours to intimidate or upset staff and/or students will be considered a breach of these guidelines in the same way as unacceptable use, which takes place during school time.

Headphones, Earbuds, and AirPods

In our commitment to maintain a focused and effective learning environment, we extend our Mobile Devices Policy to include specific guidelines on the use of headphones, earbuds, AirPods, and all related audio devices.

Prohibition During Lessons: The use of headphones, earbuds, AirPods, or any similar devices is strictly prohibited during lessons. This ensures that students are fully engaged and attentive in the learning process.

Restrictions During School Hours: Students are not permitted to connect these devices to their mobile phones during school hours. As mobile phones must be switched off and kept in lockers, this rule applies to any usage of headphones or earbuds with devices.

Permitted Usage: These devices may be used during lessons if the subject teacher is running a classroom activity that requires them, but only in conjunction with iPads or other school-approved devices. This usage must comply with the broader guidelines of our Acceptable Use Policy, particularly regarding internet connectivity and appropriate digital behavior.

Consequences for Non-Compliance: Non-compliance with these guidelines will be treated as a serious breach of the school's behaviour policy. The same withholding procedure and sanctions applied for mobile phone misuse will also apply to the misuse of headphones, earbuds, AirPods, and similar devices.

By adhering to these guidelines, we aim to foster a productive and respectful learning environment for all our students, ensuring that technology aids rather than distracts from our educational objectives.

Smartwatch Usage

In order to maintain a focused educational environment, our guidelines for smartwatches are as follows:

- **General Use:** The use of smartwatches is allowed during school hours. However, these devices should primarily be used for time-keeping purposes. There must be no connection between the other mobile devices during the school day.
- **Restrictions During Exams:** Smartwatches are strictly prohibited during exams to maintain their integrity. Students are required to store them in their lockers or another designated area.
- **Communication Limitations:** Students are not permitted to use smartwatches for communication purposes during school hours. This includes sending messages, making calls, or any other form of digital communication that could distract from learning.
- **Consequences for Misuse:** Non-compliance with these guidelines will be treated in line with our school's behaviour policy, similar to the misuse of other electronic devices.

Withholding procedure

- When a mobile phone is withheld by a member of staff, it will be handed to the secondary office, and the respective office staff will inform the SLT.

- The student will receive a Red Card, resulting in 3 negative Educare points for the first offense. On the first occasion, the device will be returned to the student at the end of the school day. However, if the offense is repeated, the student's parents will be required to come to school and collect the device from the office.
- The phone will only be returned to the student's parent or legal guardian after the policy breach has been discussed.
- Repeated offences may result in the student being referred to the Discipline Committee for more serious sanctions, which may include the possibility of permanent withdrawal from the school.

Acceptable Use Policy

The acceptable use of all the IT equipment and resources in the school is explained in detail in the Acceptable Use Policy, which should be used in conjunction with this policy.

