



ST ANDREW'S INTERNATIONAL HIGH SCHOOL

Mobile Digital Device Policy

Revised: 24th February 2011



Rationale

With advances in technology in Malawi, almost every student currently brings a mobile device to school and many carry more than one. Some students are beginning to take advantage of the school rules and misuse these devices both inside and outside of lessons. It is current policy that mobile devices should only be used in emergency situations but evidence suggests that current usage does not reflect this school rule.

Whilst many staff would support an outright ban, there are a few circumstances where it is beneficial for a student to carry a mobile device: for example, for safety when walking home or to contact parents when going out with friends directly from school. **However, the school is clear that there is no need for a student to use a mobile device for personal reasons during the school day.** Reception has the facilities to receive calls from parents needing to contact students and is also able to call parents for students in emergency situations.

This policy will be supported by whole school education on mobile equipment usage and safety via Life Skills and Assemblies. The term mobile device is used in this policy to primarily talk about mobile phones but should also be applied to devices such as blackberry's, iPhones and HTC mobile equipment as well as ipods and music listening devices. This applies whether or not the device is capable of making calls or sending text messages.

Revised Policy

1. **Mobile devices are not to be seen or heard during the school day or used at any time by any student*;**
2. If a student carries their mobile device, it must be switched OFF. A student does not need to be personally contacted by their parents during the school day. Reception is there for this purpose;
3. The mobile device policy is in force daily from **7:00am – 12:30pm (including break)** and then **13:25pm – 15:30pm** whether or not a student has club activities, house activities, boarding or in school for other purposes;
4. At lunch time, a mobile device **may only be used for arranging transport** via phone or text and **only under the waiting shelters at the bottom or top car parks**. No use of cameras or playing music on or off of headphones is allowed;
5. **Only sixth-form students** are allowed to **listen to music on headphones** and **only in the sixth-form centre**. Listening to music is not permitted anywhere else around the school;
6. If a student is found to misuse their mobile device for any reason (cyber bullying, inappropriate photos, texting/internet in class etc), parents will be contacted and appropriate action taken by SMT;
7. In an emergency that requires phoning home, a student must go to reception, not use their mobile device;
8. If a student has PE or lessons such as Drama/House where a kit change is required, he or she should leave any mobile devices at home. PE, Drama or House will not take responsibility for looking after them;
9. The school takes no responsibility for lost or stolen devices. Our recommendation is that students should always leave their mobile equipment at home;
10. On days where a student is sitting examination papers, mobile devices should be left at home. Any student who brings a phone into school on an exam day **must** hand their phone in to the mobile phone hand in desk which will be advertised outside of the exam hall. According to the examination board mobile phone guidelines, it is an offence to bring a phone into an examination hall. Any student who does this will be removed from the exam and risks being removed from all further examinations;
11. Staff members are expected to set an example by **not** using mobile devices for texting or phoning in lessons.

***Exceptions:** The only exceptions are:

- A teacher gives specific sixth-form students permission to carry a mobile device during a planned event;
- A teacher asks students to use mobile devices for a **specific pre-planned educational purpose** and then only in **that teacher's lesson on the planned lesson date** – for the rest of the day, the normal rules apply;
- A member of SMT gives a student specific permission for an exceptional reason.

Teachers should not feel under any pressure to allow students to use their mobile devices in lessons. The answer to students requests to use their phone is **NO** unless the teacher has planned the mobile device usage in advance.

Staff Action

If a student is seen with a mobile phone or similar device, teachers should adhere to the following guidelines:

1. If in your own class or outside of the classroom, ask the student to hand over their mobile device;
2. If in another teacher's lesson, check with the classroom teacher to find out if an educational use had been allowed before confiscating the mobile device;
3. Take the mobile device **on the day it was confiscated** to the Deputy Head Pastoral via Olivia who will store the device securely and contact parents **along with a completed cause for concern slip**;
4. If a student refuses to hand over a device, report this to a member of SMT who will see the student immediately.

Confiscated phones will be kept by the Deputy Head Pastoral for two weeks for the first offence and ten weeks for any further confiscations. Early return on an individual basis will only be at the discretion of the Headteacher.

Administration for Confiscated Mobile Devices

1. Teacher hands device to DHP via Olivia at reception with a completed concern slip;
2. Olivia checks Sims to find out if the student has had their phone confiscated before during the academic year;
3. If no:
 - a. Olivia places the device in an envelope;
 - b. She records the student's name and date of return (two weeks from the confiscation date);
 - c. She places the phone in the safe;
 - d. She sends an e-mail to the student's parents after checking by the Deputy Head Pastoral;
 - e. She records the concern in Sims.
4. If yes:
 - a. As above but with ten weeks confiscation;
 - b. The Deputy Head Pastoral may also take further action with individual students where necessary.
5. Parents/Boarding Parents can collect the phone from Olivia on or after the return date.