



MOBILE PHONE POLICY

RATIONALE

At Park House English School we recognise mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

We aim to set an example for safe and responsible phone use by giving clear guidelines for the use of mobile phones for students, staff, parents and volunteers.

At Park House English School we are also aware 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

All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a DSL or DDSL or member of staff if they witness, or are aware of, a breach of this policy.

AIMS

The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.



PROCEDURES

PRIMARY SCHOOL

Core Policy

At Park House Primary School, pupils are strictly prohibited from bringing mobile phones or personal smart devices (including smartwatches with camera or cellular functions) onto school premises, on educational visits, or to extra-curricular activities.

This policy ensures pupils' online safety and safeguarding, prevents distractions, and encourages positive face-to-face interaction and play.

Exceptional Circumstances

The school recognises that very specific circumstances may arise where a primary pupil requires a mobile phone, for example, older pupils who walk to and from school independently for personal safety.

Permission to bring a device to school is not automatic. Any exception will be decided strictly on an individual, case-by-case basis at the discretion of the Headteacher.

Parents/carers must submit a formal written request to the Headteacher outlining the reason.

If approved, the phone must be switched off before entering school grounds and handed to the class teacher immediately upon arrival, during registration. Devices will be stored securely throughout the day and returned at home time.

Non-Compliance and Liability

Any unauthorised or misused device will be confiscated and kept in the school until collected in person by a parent or carer.

SECONDARY SCHOOL

Core Policy

Students in Park House Secondary School are allowed to bring their mobile to school; we acknowledge that in modern life, and particularly in our context, mobile phones are an essential tool for families with older children for communication, sibling collection, and transportation. However, pupils are not permitted to use their mobile phones before, during, or after school time unless they have the direct permission of their teacher. All mobile phones, if brought to school, should not be seen or heard.

- All mobile phones should be switched off during the school day or whilst involved in a school activity off-site.
- This requirement is met by keeping the phone locked inside a YONDR pouch.
- If students need to contact home for any reason during the school day, they can use the landline phones in the school offices; if parents need to contact their child, this should also be via the school office.

POLICY NUMBER:

OWNER: CHRIS PERRY

DATE OF ISSUE/LAST REVIEW: SEPT 2026

REVIEW DATE: SEPT 2027



مدرسة المنتزة الإنجليزية
PARK HOUSE ENGLISH SCHOOL

- Under no circumstances should a student take pictures or videos whilst on school site.
- With the exception of taxis when leaving school site, phones may not be used to order goods or services to school.

YONDR

1. Arrival

On entry at the Secondary entrance, students must switch off their phone and place in a locked YONDR pouch, then secure the pouch in their bag.

2. Forgotten pouches

A student who arrives without their pouch must hand their phone into the S24 office. Repeated incidents will result in parents being contacted to purchase a replacement pouch.

3. Pouch checks and tampering

Pouches are subject to periodic inspection. A tampered pouch will result in both the phone and pouch being confiscated, and the student will be required to purchase a new pouch.

4. End-of-day unlocking

Pouches are unlocked at the in-locking stations outside the main Secondary building during dismissal.

5. No pouch, no phone

Students without a pouch should not bring a phone to school. If a phone is brought without a pouch, or if a student chooses not to use the pouch, the phone will be confiscated, even if the student is not using it. Only parents (not siblings, drivers, or nannies) may collect a confiscated phone, from:

- a. Reception, until 3:00pm
- b. The Security Hut, after 3:00pm

6. Purchasing a replacement pouch

Replacement pouches cost 100 QAR and can be purchased from Finance; the receipt should then be brought to S1 to collect the pouch.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Students must take full responsibility for their mobile phones. Misuse can lead to confiscation and to the student being disciplined in line with our behaviour policy.



STAFF

Staff should only use their phones during non-contact time and within areas of the school where students are not present. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time if this is required the Head of School must be informed .

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Head of School will decide on a case-by-basis whether to allow for special arrangements. Mobile phones should be switched off and left in a safe place during lesson times.

The school cannot take responsibility for items that are lost or stolen.

Staff must refrain from giving their personal contact details to parents/carers or students, including connecting through social media and messaging apps. Staff should not directly TEAMs message an individual student during lesson time in the school day as this encourages the student to reply, breaching the mobile phone use policy for students.

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.

When setting up contact details with parents/carers for trips this must be done through a school issued device- never through a teacher's personal device.

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: In these circumstances staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct. This guidance should be seen as a safeguard for members of staff, and the school.

Staff mobile phones should be switched off or put on silent mode during meetings, training sessions, and other work-related activities to avoid any distractions.

Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.



PARENTS, CARERS, VISITORS, AND VOLUNTEERS

In school policy: Adults either in school or accompanying children on school trips should not use their mobile phone to take pictures of students unless it is at a public event such as a Class assembly, Sports day or Summer fair and of their own children.

Adults in school should only use their mobile phone within the confines of the school office or staff room.

If parents/carers who accompany students on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents/carers accompanying students on school trips should not use their mobile phones to take pictures.

EVALUATION

APPENDICES