



NISL

Mobile Phone Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
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Policy last reviewed	_____
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1. Introduction

This policy provides clear guidance on the use of mobile phones in school by staff, students, parents, visitors and volunteers.

The Netherlands International School has a clear policy discouraging students to bring mobile phones into school making explicit reference to camera mobile phones.

Another major point to be highlighted is that mobile phones are not used by staff in the EYFS (please refer to The Early Years Foundation Stage Policy page 12, paragraph on “safer environment”)

2. Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

3. Staff

Staff use of mobile phones during their working day should be:

- outside of their teaching hours
- discreet and appropriate eg: not in the presence of pupils

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 should use the school telephone in the main office as regards illness, emergencies, forgotten items i.e to contact parents.

Staff should never accept a telephone number from or give their telephone number to a student.

Staff should not send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a student(s) or allow themselves to be photographed by pupils.

Staff are to use Class Whatsapp Groups for informative whole class messages or whole school messages directed from the Management.

Staff are to “curb” unnecessary “chat” on these groups from parents with a standard response; “Please be reminded that this group is to provide information only and does not need a response. If you would like to ask a question or make a comment; please contact me (the Class Teacher) directly. Thank you.”

This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

4. Parent, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of students unless it is at a public event such as Sports Day or Sinterklaas of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children 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 camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Parents will be invited to join whole class Parent Whatsapp Groups on admission of their child to NISL or as they transit from one year group to the next.

Messages sent to parents via these groups provide information and do not warrant a response. Parents should not use these groups to query, broadcast,

advertise or comment on. If a parent does have a question or comment (in general or as regards the informative message broadcasted by the Class teacher), he/she should whatsapp the Class Teacher personally.

Parents should be mindful, considerate and respectful of a Class Teacher's privacy and home life. Messages should be sent at a respectable time and only if deemed necessary.

5. Student

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school in the unlikely event of them walking to and from school without adult supervision or for security purposes when being transported with employed and designated adults; NISL discourages students bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each student knows their own phone. Parents are advised that NISL accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a student is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of Management who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The student may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from the school Principal.

If a student is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Positive Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of Management.

Permission, in writing, must be given as regards consent to sending mobile phones in to NISL with your child. A response to submission of Appendix 1 at the

discretion of the school's Management Team will then be communicated.

Should a student be found to be using their phone inappropriately once your permission letter has been acknowledged then the school reserves the right to withdraw this privilege and the student in question will not be able to bring a phone into school any longer.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Guidelines as regards safety precautions have been sent to all parents via a Newsletter, can be found on our website and at the end of our Acceptable Use Policy.

Should parents need to contact students or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

This policy supports the Health and Safety, Acceptable Use, Anti-Bullying, Child Protection and Safeguarding policies of our school.

This policy will be monitored and reviewed as required but at least every two years.

Mobile Phone Parental Consent Form – Appendix 1

Dear Parent/Carer

In accordance with our Mobile Phone Policy, we discourage students to bring mobile phones to school. If, however, you deem it necessary to send one in, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely
School Principal, NISL

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

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In Year/Groep to bring their mobile phone into school.

I/we have read the policy and understand its implications

Signed

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.