



Online Safety Policy – Section 2

Mobile Device Acceptable Use – Students

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Revision History

Version	Date	Reason for most Recent Revision
v1.0	October 2016	Reorganisation of Online Safety Policies. (ICT-POL-003 – Bring Your Own Device has been subsumed into this section.)
v1.1	March 2019	Reviewed. No changes made.
v1.2	November 2022	Reviewed. Minor changes made
v1.3	August 2024	Introduction of 'Not Seen, Not Heard' for mobile phones
v1.4	September 2024	Small modification about retaining mobile device or mobile phone in certain situations and possibly handing the device to the relevant authorities



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1 Introduction and Rationale

St Christopher's School recognises in today's digital age mobile devices play an integral role in communication, learning, and social interaction. This policy outlines the expectations and guidelines for acceptable mobile use within the school environment, ensuring technology enhances the learning experience while minimising distractions and maintaining a respectful atmosphere.

Our commitment is to create a safe and productive educational environment that supports the academic and social development of all students. By establishing clear rules regarding mobile device usage, we encourage responsible behaviour, promote engagement, and reinforce the values of respect and integrity among the School community.

We operate a 'Not Seen, Not Heard' policy at St Christopher's Senior School for mobile phones. This means students may bring mobile phones to school predominantly for emergency situations. For the duration of the school day, including registration, lessons, breaks, and lunch, mobile phones must remain silent and kept in a school bag or locker.

Mobile phones and smart watches are not permitted in the Infant and Junior Schools.

This policy covers the use of and liability for all devices within the School and School grounds and is part of the School's Online Safety Policy.

For the purpose of this policy mobile devices consist of, but are not limited to, laptops, iPads, tablets, smart watches, airpods, and earphones. Mobile phones will be referenced as 'mobile phones'.

2 Theft, Loss or Damage

- The School accepts no responsibility for the loss, theft, damage or insurance of personally owned mobile devices or mobile phones.
- The School will investigate any reported theft or loss of any device or phone and address the issue in the same way as for the theft or loss of any other personal item in School.
- If a mobile device or mobile phone is damaged whilst on School premises, it is the responsibility of the student to report the damage to a member of staff who, depending on the age of the student, will communicate with parents regarding the circumstances which caused the damage.
- Students and parents are encouraged to make use of device locator applications such as 'Find my iPhone' or similar, as this makes recovery of lost items more efficient.

3 Usage

When using mobile devices, students are responsible for their own actions and behaviour as per the expectations for general conduct within school. This also applies when accessing school ICT facilities internally or externally.

- Mobile phones may be used prior to entering the School site should a student need to inform a parent/guardian of their safe arrival, and onsite after the end of the school day to contact parents/guardians/drivers.
- Students may request to use their phone in an emergency and should speak to a Head of Year, Pastoral Lead, or a member of SLT to obtain permission to do so. If they require support or privacy, this will be provided for them.



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- Mobile phone use in ECA's will vary according to the nature of the activity and the needs of the students to contact parents/guardians/drivers.
- Use of mobile phones or mobile devices in bathrooms is strictly prohibited.
- Parents wishing to pass on urgent messages during school hours should contact the Senior School Secretary on 17605301 or the Pastoral Team on 17605305.
- The use of cameras and recording equipment, including those which may be built into phones and certain devices, to make images or sound recordings of individuals, is prohibited unless otherwise directed by a teacher.
- Mobile devices or mobile phones should not be used in a manner that would portray the School in an unfavourable light or be used to intimidate, abuse or perform any unfavourable acts against staff, students, or any person associated with the School.
- Downloading of media onto any device whilst using the School's wireless network must only be done if directed by the class teacher. Such activity is undertaken at the owner's risk, with the School having no liability for any consequent loss of data or damage to the individual's device.
- Students are responsible for ensuring their laptop is charged and ready for use in class.
- When on the School site all mobile phones must be set to silent or switched off, and stored securely in the student's school bag or school locker.
- Students are encouraged to protect their own mobile phones and devices e.g. with the use of password or PIN as appropriate and with a protective cover. The use of a screen saver to identify the owner of the device is encouraged in cases in which the device is lost or misplaced.
- The School's IT Support Department will endeavour to assist with technical difficulties but cannot guarantee compatibility for every device or configuration. Any technical support is undertaken as best efforts and is without warranty.
- Students are responsible for ensuring that there is no inappropriate content stored or downloaded onto their device which may include: text, photos and/or videos.
- Students are responsible for reporting or taking appropriate action if they know of any abuse, misuse or access to inappropriate materials.

Students are solely responsible for the use of their own device(s) whilst on the School site. Any misuse of the device will be dealt with according to this policy with appropriate sanctions applied.

3.1 It is Acceptable for students to:

- use a mobile phone when it is essential for a particular aspect of learning. The teacher will make it clear to the students that a phone may be used for a specific function at a specific time;
- use a mobile phone or device to contact parents/guardians or their driver before and after school;
- in the Sixth Form use their mobile phones in the Sixth Form Common Room at the discretion of the Head of Sixth Form.

At all other times, mobile phones must be on silent or switched off and out of sight.

3.2 It is Unacceptable for students to:

- use a mobile phone at any time during school hours except with the permission of a Head of Year, Pastoral Lead or SLT for an emergency situation.



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- use a mobile phone or device to contact parents or drivers to inform them they are unwell and need to be collected from school - any student feeling unwell must go to the School Nurse who will make contact should the student need picking up from school.
- be in possession of mobile phones and/or other devices capable of connecting to the internet or other networks in examinations. There are specific regulations relating to mobile devices and public examinations which require students to hand them to the invigilators upon entry to the Examination Room. Any student found in possession of a mobile device during an examination will be reported to the appropriate examining board in accordance with the board's regulations. Sanctions for these offences are determined by the Examination Boards and overseen by the Examinations Office and may result in the student's withdrawal from either that examination or all examinations
- refuse to switch off a device at the request of a member of staff
- refuse to hand a device to a member of staff when so requested for breaches of the conditions of this policy
- photograph/film staff or other students without their knowledge or permission (**)
- photograph/film in bathrooms/toilets, swimming pools, changing rooms and similar areas (**)
- bully, harass or intimidate by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social media sites and/or apps (**)
- in lessons, use a mobile device or mobile phone for any other purpose than that directed by a teacher such as playing games, messaging, use of social media (see table below).

4 Sanctions for Breaches of School Guidelines

- Misuse of a mobile device or mobile phone will be dealt with using the same principles set out in the appropriate school's Behaviour Policy, with the response being proportionate to the severity of the misuse. See Section 5 and 6 for applicable Sanctions.
- Students observed to be on their mobile phone will have them confiscated to be returned at the end of the School day. Confiscated phones will be clearly labelled with the student's name and held securely by the School Secretary. Phones can be collected from 14:40 - 15:00 from the School Secretary in the reception area.
- If a teacher suspects that a mobile phone or device has been misused in the ways described in the bullet points marked with asterix (**) in Section 3.2 above, they have the right to confiscate the device and hand it to a senior member of staff. If asked to do so, content on the device (e.g. messages, emails, pictures, videos, sound files) will be shown to a senior teacher. The Head, or a designated staff member, has the right to view files stored in a device (e.g. messages, emails, pictures, videos, sound files). A record will include the time; who was present and what was found.
- The School reserves the right to search the content of any mobile device/s on the School premises where there is a reasonable suspicion that it may contain undesirable material, including, but not limited to: pornographic content; evidence of bullying; illegal content and material that could harm the school in any way. In the event that the Head or Principal has a suspicion that the device has been used inappropriately, the user will unlock the mobile device or mobile phone to allow the mobile device or mobile phone to be inspected.
- In cases where a mobile phone or mobile device is involved in an incident that necessitates further investigation, the School reserves the right to retain the mobile phone or mobile device for as long as



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necessary to complete the investigation in full. In this instance, parents will be notified of the School's intention to retain the mobile phone or mobile device and the reasons why the mobile phone or mobile device is required.

- In cases where a mobile phone or mobile device is used in a possible criminal manner, such as but not limited to sharing explicit photos or possessing pornography, the phone is likely to be handed to the relevant authorities, which may include: Cybercrimes and/or CID and/or the Ministry of Education.
- Depending on the outcome of the investigation a Parent/Guardian will be required to collect the mobile phone or mobile device from the School, or will be informed of the decision to hand the mobile phone or mobile device over to the Bahrain Cybercrimes Unit.



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5 Infant and Junior Schools Sanctions for Unacceptable Use

The range of sanctions that can be applied for unacceptable use is as follows:

LEVEL	MISDEMEANOUR	AVAILABLE SANCTIONS	ACTION TAKEN BY
1	Using a device without permission in class. Using a device during break or lesson transition.	Verbal reprimand Supervised 'Time out' Loss of Golden Time Completion of work in own time	Class Teacher/Specialist Teacher/adult supervising play duty/break
2	Repeated Level 1 Misbehaviour Playing games on devices during lesson time. Recording or taking pictures of another student without permission. Using a device to ask parents / drivers to pick them up during the school day.	Withdrawal of privileges and loss of Golden Time Letter of apology/verbal apology (depending on level of writing ability) Loss of playtime – supervised Supervised task to be agreed with member of staff Parents may be contacted and informed of the incident	Class Teacher/Specialist
3	Repeated Level 2 Misbehaviour Searching for inappropriate images or content. Disabling the device of a peer. Persuading/bullying a peer into divulging their password. Recording or taking pictures of a member of staff without permission. Sending the contact details of students to others without their permission. Refusal to hand a device to a member of staff when requested. Refusal to turn off a device at the request of a member of staff.	Parents will be contacted and informed of the incident All incidents to be recorded on MIS system If property damage is involved the sanction may be to make good the damage and/or provide compensation A behaviour home-school book may be established for a fixed period. Behaviour contract put in place to modify and monitor future behaviour <i>* If Bullying is confirmed the anti – bullying actions will be implemented.</i>	Year Group Leader/Specialist Teacher/and/or SLT
4	Repeated Level 3 Misbehaviour Using rude or offensive language on social media or email. Bullying through social media or email.	Immediate referral to Head of School/Assistant Head Parents will be contacted, informed of incident and invited to a meeting with SLT	SLT/ELT



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	<p>Impersonating a member of staff or peer on social media.</p> <p>Deliberate vandalism of other users' device.</p> <p>Sending a derogatory message to a member of the school community via text or social media.</p> <p>Stealing/hiding another user's device.</p> <p>Uploading/ circulating of videos/images taken in school of students or staff to social media without their permission and/or which bring the school into disrepute.</p>	<p>If property damage is involved the sanction may be to make good the damage and/or provide compensation</p> <p>All incidents to be recorded on MIS system</p> <p>Withdrawal from class</p> <p>Internal suspension</p> <p>Possible fixed term suspension.</p>	
<p>5</p>	<p>Repeated Level 4 Misbehaviour</p> <p>Deliberate and sustained bullying using social media.</p> <p>Uploading/ circulating of videos/images taken in school of students or staff to social media without their permission and/or which bring the school into disrepute (Extension of Level 4).</p>	<p>Immediate external suspension (pending investigation)</p> <p>External suspension – must involve Principal</p> <p>Expulsion from school – must involve the Principal.</p>	<p>ELT: Head of School/Principal</p>



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6 Senior School Sanctions for Unacceptable Use

The range of sanctions that can be applied for unacceptable use is as follows:

LEVEL	MISDEMEANOUR	AVAILABLE SANCTIONS
1	Mobile phone visible or audible to staff (rings/beeps) during the school day except when in acceptable use.	Confiscation of phone. It will be handed to the School Secretary to place in a safe. Students may collect their phone at the end of the day. Students will be escalated to Level 2 following three instances of their phone being confiscated.
2	Using a mobile phone during the school day without the permission of a member of staff. Repeated Level 1 misdemeanours.	As Level 1 Parents will be asked to collect the phone from the school and to meet with the Head of Year to discuss appropriate use.
3	Refusal to hand a mobile or device to a member of staff when requested. Refusal to turn off a device at the request of a member of staff. Photographing/filming staff and/or students without their permission. Taking inappropriate images of staff and/or students. Sending a derogatory message to a member of the school community via text or social media. Sending the contact details of students to others/ a third party without their permission/using this contact information Repeated Level 2 misdemeanours.	As Level 1 plus a sanction ranging from an after-school detention to an internal suspension depending upon the nature of the incident. Could be Level 4 depending on the seriousness.
4	Uploading/circulating of images taken in school of students and/or staff without their permission and/or which would bring the school into disrepute. Photographing/filming in bathrooms / toilets, swimming pools, changing rooms and similar areas.	As Level 3 plus external suspension. Could be Level 5 depending on the seriousness.



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	<p>Refusal to show the content on the mobile or device to a senior member of staff when requested.</p> <p>Sending inappropriate messages to a member of the school community via text or social media.</p> <p>Repeated Level 3 misdemeanours.</p>	
<p>5</p>	<p>Bullying, harassing or intimidation by the use of text, email or multimedia messaging.</p> <p>Sending offensive messages or posts to social networking or blogging sites.</p> <p>Posting video/images of students and/or staff taken in school on social media which bring the school into disrepute. Extension of Level 4.</p> <p>Repeated Level 4 misdemeanours.</p>	<p>Internal and/or external suspension.</p> <p>Expulsion would be considered in extreme cases</p>