



## Mobile Phone Policy Appendix 1: Code of Conduct for Students

### Mobile Phone Code of Conduct

**Branch:**       Mushrif       City Centre       Khalidiyah       Al Falah       Khalifa City

“I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing.”

You must obey the following rules if you bring your mobile phone to school:

- **All phones must be clearly labelled with your name and class/form.**
- You must hand your mobile phone into the Supervisor before Assembly, and collect at the end of the day.
- Phones must be switched off when handing to Supervisor (not just put on ‘silent’).
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
- You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
- Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.
- Don’t share your phone’s passwords or access codes with anyone else.
- Don’t use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
  - Email
  - Text/messaging app
  - Social media
- Don’t use your phone to send or receive anything that may be criminal. For instance, by ‘sexting’.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.
- Don’t use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school’s behaviour policy.
- You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school’s behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

I understand that the following sanctions will be applied:

- 1st offense – ICS will retain the phone for 3 days. Parent/Guardian will be required to attend school to collect, and sign an undertaking that students will be mindful of ICS policy.
- 2nd offense – ICS will retain the phone for 10 days. Parent/Guardian will be required to attend school to collect, and sign a Warning Letter.
- 3rd Offense – ICS will retain the phone for remainder of the school year (SIM card returned). Parent/Guardian will be able to collect the phone with the End of Year Report Card.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_