



*Circular No* \_\_\_\_\_

## **Mobile Phone Policy**

**Feb 2025**

<p><b>Related Policies for Malone Integrated College</b></p> <ol style="list-style-type: none"> <li><b>Addressing-Bullying Policy:</b> Addresses issues of bullying, including cyberbullying, and outlines procedures for handling such incidents.</li> <li><b>ICT Acceptable Use Policy (AUP):</b> Governs the use of technology and internet access within the school.</li> <li><b>Promoting Positive Behaviour and Behaviour for Learning Policy:</b> Details the expected behaviour of students and the consequences for violations.</li> <li><b>Safeguarding and Child Protection Policy:</b> Ensures the safety and well-being of students, including guidelines for reporting and handling concerns.</li> <li><b>Examination Policy:</b> Outlines the rules and regulations for conduct during examinations, including the prohibition of mobile phones.</li> </ol>	<p><b>Additional Notes:</b></p> <p>The Legislative Context:</p> <p><a href="#">Circular 2016/26 Effective Educational Uses of Mobile Digital Devices</a></p> <p><b>Department of Education Northern Ireland:</b></p> <p><a href="#">Guidance on Use of Mobile Phones in Schools</a></p> <p><a href="#">Circular 2024/14 - Guidance for Schools on Pupils' Personal Use of Mobile Phones and Other Similar Devices During the School Day</a></p> <p><a href="#">Circular 2016/27 Online Safety</a></p> <p><b>Education Authority:</b></p> <p><a href="#">New Mobile Phone Policy for ACT Public Schools</a></p> <p><a href="#">Student Use of Mobile Devices Procedure</a></p>
<p><b>Summary:</b></p> <p>Malone Integrated College's mobile phone policy ensures a respectful, ambitious, inclusive, successful, and excellent learning environment. Phones must be off and stored during school hours, with use allowed only for educational purposes under teacher supervision. Earphones are also prohibited. The policy addresses cyberbullying, prohibits recording on school premises, and outlines disciplinary actions for misuse. Parents and students must acknowledge and understand the policy, with parents responsible for ensuring compliance.</p>	<p><b>History:</b></p> <p><b>Drafted</b> Feb 2025</p> <p><b>By</b> Vice Principal</p> <p><b>Key Dates:</b></p> <p>Emailed to Board of Governors:</p> <p>Discussed at Board of Governors</p> <p>Circulated to staff:</p> <p>To be reviewed:</p>

# Mobile Phone Policy for Malone Integrated College

## Introduction

This policy outlines the guidelines for mobile phone use within our school. It is designed to support our core values of Respect, Ambition, Inclusion, Success, and Excellence. Malone Integrated College recognizes mobile phones/devices as an integral part of youth culture. However, we have a duty of care for each and every child in the school. This policy provides a clear understanding of the balance between child protection and the safe use of mobile phones/devices in school.

## Definitions

- **Camera Phone:** A mobile phone or device which can record still and/or moving images and audio recordings.
- **Text Bullying:** The use of text, picture, or video clip to harass or bully another student either directly to their phone or spread to other phones or networks.
- **Bluetooth/Infrared:** Proximity transfer of information between phones using wireless or infrared technology.
- **Smart Watches:** Watches that have the ability to do everything a mobile phone/device can do.

## Policy Guidelines

### 1. Respect

- Mobile phones must be switched off and stored in lockers during school hours to ensure a respectful learning environment.
- Students must not use mobile phones to record, photograph, or video others without their consent.
- Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises. Students who do this will be the subject of a disciplinary enquiry.

### 2. Ambition

- Mobile phones can be used for educational purposes under teacher supervision to support ambitious learning goals.
- Students are encouraged to use educational apps and resources responsibly to enhance their learning experience.
- Students are only permitted to turn their mobile phone on during lessons for educational purposes at the class teacher's request. Mobile phones/devices should not be turned on in the school corridors, playground, or canteen.

### 3. Inclusion

- The policy applies equally to all students, ensuring an inclusive environment where everyone is treated fairly.
- Mobile phones should not be used to exclude or bully others. Any incidents of cyberbullying will be dealt with according to the school's anti-bullying policy.
- Text bullying, the use of text, picture, or video clip to harass or bully another student, is strictly prohibited.

#### 4. Success

- By minimizing distractions, this policy aims to create an environment conducive to academic success.
- Students are encouraged to focus on their studies and use their mobile phones responsibly to support their educational achievements.
- The use of mobile phones/devices is strictly prohibited in the examination hall. If students are found with mobile phones/devices, they run the risk of being disqualified from public examinations.

#### 5. Excellence

- Students are expected to demonstrate excellence in their behavior by adhering to this policy.
- Responsible use of mobile phones reflects the school's commitment to excellence in all aspects of student life.
- Any student found to be uploading recordings to the internet, depicting the College brand (including fake social media accounts), or involving staff or children in school uniform, will be the subject of disciplinary action.

### *Mobile Phone/Device Use in School*

- Students are permitted to carry a mobile phone/device to school in their bags or internal blazer pocket. The phone should be turned off when in school.
- Parents are asked not to contact their child(ren) on their mobile phone during school hours. This causes unnecessary disruption to lessons. Should you need to contact your child(ren), please contact the school office.
- Students are asked not to contact their Parents/Carers on their mobile phone during school hours. Should they need to contact Parents/Carers, they can do so via the school office.
- Malone Integrated College does not accept any responsibility for damage to, nor loss of, a mobile phone/device regardless of circumstances.
- The use of earphones, either Bluetooth or wired, is not allowed within school. They will be treated in the same way as mobile phones.

### *Guidelines on Adherence to This Policy*

- During the first week of school in September, there will be a 'period of grace' whereby students are reminded of the school mobile phone policy.
- Students who use their mobile phones within school (outside of teacher requests for lessons) will have their phone removed and placed in the school office until the end of the school day.
- If a student refuses to hand over their phone/device, the teacher will contact the Head of Junior/Senior School for further action.
- Where a student has used their phone/device inappropriately (taking photos, videos, etc.), the Head of Junior/Senior School or Vice Principal will be informed. The phone will be confiscated, and a phone call made to Parent/Carer to arrange an interview to discuss the matter and return of the phone.
- Serious inappropriate use of mobile phones/devices may result in the involvement of the PSNI or Social Services.

## Acknowledgement and Understanding

We ask that both parents and students read and understand this policy. Through the reading of this policy, you acknowledge that you have understood each section of the policy. It is the responsibility of the parent to ensure their child complies with this policy while attending school.

Thank you for your cooperation in helping us maintain a respectful, ambitious, inclusive, successful, and excellent learning environment.

## Sanctions – Mobile Phones

Sanctions – Mobile Phones	Aspect	Moderate Non Compliance	Severe Non Compliance	Interventions
	Unauthorised use of mobile phone	Phone removed and placed in the school office until the end of the school day.	Student suspended from school and Phone handed back to parents. Parents contacted by phone.	<ul style="list-style-type: none"> <li>• Reference made to mobile phone policy</li> <li>• Positive Behaviour Policy</li> <li>• Internet Safety Assembly</li> <li>• School Examination Policy</li> <li>• Form Class Time</li> <li>• PSNI Presentations</li> </ul>
	Cyber Bullying <b>in school</b>	Bullying Concern Form completed. Parents Contacted.	Possible Involvement of external Agencies. Possible Suspension.	
	Taking /Recording inappropriate content of a member of the school community		Phone Confiscated Parental Interview Possible suspension Possible involvement of PSNI & Social Services	
	Use of mobile phone in Public examination		Phone Confiscated Parents/ Carers notified Possible disqualification Notification to Appropriate Examination Body	
	Uploading inappropriate content that brings into disrepute the school name		Phone Confiscated Parents/ Carers notified Possible Expulsion Possible involvement of PSNI & Social Services	
	Inappropriate use of Social Media / Mobile phone <b>outside school</b>		Parents/ Carers notified Possible involvement of PSNI & Social Services	