Mobile Phone Policy 2026

Approved by:	Mel Hitchcocks	**Last reviewed on:**	August 2026]
Date:	August 2026	**Next review due by:**	August 2028

1. Introduction and aims

At the British International School of Ljubljana (BISL) we recognise that 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. Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for students, staff, parents and volunteers.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

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

The Principal is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time, unless it is to do with school business. Use of personal mobile phones must be
restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

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

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. If phones are used to take photos of students engaged in educational activities, these must be downloaded to the school´s IT system before the staff member leaves the school premises and deleted from the mobile phone.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps.

Staff must not publicise their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Mobile phones may be used by staff members to set up and use education
software/apps such as Kahoot. In these cases, staff members must not leave their phone unattended or disclose their phone numbers to students.

3.4 Using personal mobiles for work purposes.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Security lockdowns or emergency evacuations such as a fire drill.
- Supervising off-site trips
- Supervising residential visits In

these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- Not store images or recordings of students, their work, or anything else which could identify a student.

- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action.

4. Use of mobile phones by students

Years 4-11

Students are allowed to bring mobile phones to school. Once on the school site, students in Years 4-11 should place their phone in the pouch provided to them and use the magnetic locking points (available in both Dragon and Hibbins buildings) to lock the pouch. The pouch must then be stored in the student's bag or locker and not visible. Upon leaving the school premises, students should use the magnetic locking points to unlock their phones from the pouch. Mobile phones should not be used at the end of the school day whilst students are still in the building.

Tablets only can be used for learning.

If a student wishes to make a phone call home to parents during the school day, they should wait for break or lunchtime before asking permission to use the phone in the administration area.

On residential trips, students may be given permission to use their phones at certain times during the trip. This is up to the discretion of staff and not the student.

As part of the BISL House point reward scheme, students may be authorised to use their phone in the library during a break time. If this is the case, the phone must be returned to the pouch at the end of the break. Details of students who are allowed to use their

phones during break times (name and form group) will be provided to all relevant staff before the reward is carried out.

At all times, students must adhere to the school's Acceptable Use Agreement for mobile phone use.

Years 12-13

Sixth Form students are permitted to use their phones in the Sixth Form Common Room and designated study areas. They must not use their phones whilst in other areas of the school.

At times, teachers may allow the use of mobile phones in lessons for learning.

On residential trips, students may be given permission to use their phones at certain times during the trip. This is up to the discretion of staff and not the student.

At all times, students must adhere to the school's Acceptable Use Agreement for mobile phone use.

4.1 Sanctions

Failure to comply with this policy could result in the following sanctions:

- A member of staff can confiscate a mobile phone at any point during the school day if it is visible without staff permission. The phone can be confiscated for the remainder of the school day and placed in the school office or with the Principal. The staff member must let the student know where to collect the phone from.
- If a student is seen using a mobile phone at the end of the school day whilst still in the building (unless permission is given to allow the student to contact home), the student should be reminded of the rules and asked to put the phone away. If they refuse, an email should be sent home to parents and the form tutor/classroom teacher should be notified so that a consequence can be given the following school day. Staff may not confiscate a phone from a student at the end of the school day and keep it overnight.
- For repeat offences, or if the phone is being used to record or take images of others or used to bully others online, the school reserves the right to keep hold of the phone until a parent is contacted and arranges to collect the phone.

4.2 Examining and erasing mobile phone content.

Staff are not permitted to erase any content from a phone, but should immediately confiscate any mobile phone that they have reasonable grounds for suspecting contains inappropriate material. The Principal and DSL should be notified immediately, and parents informed. The school reserves the right to inform external agencies if it suspects that inappropriate material which could lead to harm is contained on the

device. In this circumstance, the school does not have to inform the parents before contacting an external agency.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of students, unless it is a public event (such as a school fair), or of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with students

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents.
- Take photos or recordings of students, their work, or anything else which could identify a student.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to contact their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Loss, theft or damage

Students bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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.

Confiscated phones will be stored in the school office or Principals´ office. Unless the parent has been asked to collect the phone, mobile phones should be returned to the student at the end of the school day.

While members of staff endeavour to take care of confiscated phones, they are not liable for the loss or damage to any item they have confiscated lawfully.

Lost phones should be returned to the Admissions office. The school will then attempt to contact the owner.

6. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents

The Principal is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

7. Links with other policies

This mobile phone policy is linked to our:

- Group and BISL Safeguarding Policy
- Anti-Bullying Policy
- Positive Behaviour policyConcerns and Complaints procedure
- Online Safety Policy
- Social Media Policy

Approved by:	Mel Hitchcocks, Principal	**Date:**	August 2026

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Appendix 1: Mobile Phone Code of Conduct for BISL Students

1. If you are in Years 4-11 you must lock your phone in the pouch provided to you upon entry to either Hibbins or Dragon building and you cannot unlock the pouch until 2.50pm unless you are attending PE at Ludus for afternoon periods, in which case you can unlock your phone when you leave to go to Ludus.
2. You cannot take photos or recordings (either video or audio) of school staff or other students, even with their consent.
3. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
4. Do not share your phone's passwords or access codes with anyone else.
5. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:

a. Email
b. Text/messaging app
c. Social media

6. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting.'

7. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you are not in school.
8. Do not 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.
9. Do not use your phone to view or share pornography or other harmful content.
10. Do not use your phone on school premises or leave it in plain sight. If you wish to call home, you can ask the administration department to use the phone at break or lunchtime.
11. 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.

A copy of the school´s mobile phone policy is available from the office or on the school website.

Appendix 2: Template mobile phone information slip for visitors Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where students are present. If you must use your phone, you may go to the school administration area.
- Do not take photos or recordings of students (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with students.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.