

MOBILE PHONE USAGE POLICY AT SCHOOL

TABLE OF CONTENT

- 1.** Introduction
- 2.** Legal framework and basis
- 3.** General regulations
- 4.** Exceptions
- 5.** Procedure in Case of Non-Compliance
- 6.** Responsibility and Security
- 7.** Misuse of the device and consequences
- 8.** Awareness and Training
- 9.** Communication and Policy Review

1. INTRODUCTION

The well-being and holistic development of our students are our top priorities. To ensure a safe and distraction-free learning environment, the following regulations regarding the use of mobile phones within the school premises have been established. This policy is based on current educational legislation and recommendations from international organizations specializing in pedagogy and digital safety.

2. LEGAL FRAMEWORK AND BASIS

This regulation is based on current educational legislation in Spain and the school's internal regulations. Additionally, it aligns with recommendations from organizations such as UNESCO and the World Health Organization, which warn about the negative impact of excessive digital device use on minors, affecting their cognitive and social development. Both institutions highlight that the presence of mobile phones in school environments reduces attention, increases anxiety, and negatively affects academic performance.

3. GENERAL REGULATIONS

Students are not allowed to use mobile phones at any educational stage during the school day, including class hours, recess, complementary and extracurricular activities, as well as during school arrivals and departures. This measure aims to promote concentration, social interaction, and academic development.

If parents need to communicate with their children during the school day, they may call the school's administrative office, which will ensure the message is appropriately delivered to the student. This guarantees an effective communication channel without disrupting the educational environment.

4. EXCEPTIONS

Exceptions to this policy will be evaluated and authorized solely by the school administration under specific circumstances. There are some specific situations where mobile phone use may be permitted within the school:

1. **Medical Reasons:** Parents or guardians may request authorization for their child to bring a mobile phone in case of a documented medical need. To do so, they must submit a written request along with relevant medical documentation. The school administration will assess the request, and if approved, clear usage conditions will be established.
2. **Specific Educational Projects:** In certain pedagogical activities, the school may authorize the use of mobile phones for specific projects. In such cases, families will be informed in advance, specifying the time frames and conditions of use. However, mobile phone use will never be mandatory or essential for the activity, and parents may decide not to send the device to school if they prefer.
3. **Study trips from 3rd Secondary onwards and exchange programmes.**

5. PROCEDURE IN CASE OF NON-COMPLIANCE

In accordance with the Centre's Behaviour and Coexistence Policy, the unauthorized use or possession of a mobile phone by a student shall be considered a serious offence. As such, the following measures shall be implemented:

First Offence: The student will be subject to a one-day suspension from school.

Repeated Offence: In cases of recurrence, the student will be sanctioned in accordance with the policy for repeated serious offences. This may result in the suspension of the student's right to attend school for a period exceeding three school days.

During any suspension period, the student will be required to complete the academic tasks assigned in order to ensure continuity in their educational process. Furthermore, the student must immediately deposit the mobile device at the School Office. The device will be stored in a secure location and may only be retrieved by the student personally at 5:00 p.m. on the same day. The School Office will maintain a detailed record including the date, time, student's name, and a description of the device's condition at the time of deposit. This is to ensure full transparency and proper safeguarding of all personal belongings placed in the school's custody.

6. RESPONSIBILITY AND SECURITY

The school is not responsible for the loss, theft, or damage of mobile phones brought by students under any circumstances, even if they have received authorization to bring them to school. Students are strongly advised not to bring these devices to school to avoid inconveniences. Furthermore, any misuse of the device inside or outside the school premises will be the sole responsibility of the student and their family. However, in the event of a lost device, the student shall promptly inform the teaching staff.

7. MISUSE OF THE DEVICE AND CONSEQUENCES

Improper use of a mobile phone within the school, such as taking photos or recordings without the consent of other students, teachers, or staff, may constitute a violation of privacy rights and data protection regulations. If such behaviour occurs, the school will not be held responsible for any legal implications resulting from claims by the affected person, as this responsibility falls entirely on the student and their family.

Furthermore, if the improper use of the device also involves a violation of the school's Code of Conduct—such as using images or recordings to intimidate, harass, or engage in bullying—additional sanctions may be imposed according to the school's disciplinary regulations, potentially leading to more severe measures depending on the severity of the offense. It is equally important to highlight that these actions may have criminal consequences.

8. AWARENESS AND TRAINING

The school will conduct awareness programs for students, families, and educational staff regarding responsible and safe use of digital technologies, promoting a culture of respect and responsibility in the digital environment. Information will be provided on cybersecurity, technology addiction, and the risks associated with unsupervised mobile device use.

9. COMMUNICATION AND POLICY REVIEW

This policy will be communicated to the entire educational community and will be subject to periodic reviews to adapt to the evolving educational and technological landscape. Any modifications will be duly communicated to all stakeholders.