



KENT COLLEGE
WEST CAIRO

Mobile Phone Policy

Owner	Head
Applied to	All Staff
Date last reviewed	September 15 th , 2025
Date of next review	September 15 th , 2026
Review period	1 year

This policy will be revised following any concerns and/or updates to national and local guidance or procedures.

1. Policy aims and scope

- The purpose of this policy is to safeguard and promote the welfare of all members of the Kent College West Cairo community when using mobile devices and smart technology.
 - Kent College West Cairo recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all students and staff are protected from potential harm when using mobile and smart technology.
 - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as smartwatches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to students, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as children and

parents/carers on school premises or away from the school on an activity, visit or other educational pursuit.

2. Students use of mobile and smart technology

- If a student brings a mobile phone into school then it must be switched off and handed to the form tutor during registration, to be handed back to the student at dismissal.
- Unauthorised use of a mobile phone will result in confiscation of the phone and it will be handed to the form tutor.
- Students will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to students as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection policy and relevant specific curriculum schemes of work such as PSHE and ICT.
- The use of personal devices (e.g. tablets or laptops) for a specific education purpose does not mean that blanket use is permitted. Therefore, unless being used for a specific task as requested by the teacher, the devices should be switched off.
- If a student needs to contact their parents or carers whilst on campus, they will be allowed to use the school phone.
 - If a parent needs to contact their child or pass a message to them, they are advised to contact the school reception.
- If a student requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headmaster prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the Headmaster and relevant Head of School.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where students' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.
- Mobile phones and personal devices must not be taken into examinations. Students found in possession of a mobile phone or personal device which facilitates communication or internet access during an external examination will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations. For internal examinations this will be dealt with by the Headmaster.

- Any concerns regarding students' use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
 - Staff will remind students to put their phone away, refusal may lead to the phone being confiscated or a suitable sanction put in place.
 - Searches of mobile phone or personal devices will be carried out in accordance with our policy.
 - Students' mobile phones or devices may be searched by a member of SLT, with the consent of the learner or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies.
 - Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
 - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
 - Concerns regarding policy breaches by students will be shared with parents/carers as appropriate.
 - Where there is a concern that a child is at risk of harm, we will respond in line with our child protection policy.
 - If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device may be handed over to the police for further investigation.

3. Links with other policies

This policy links with several other policies, practises and action plans, including but not limited to:

- Anti-bullying policy
- Behaviour and discipline policy
- Child protection policy
- Code of conduct/staff behaviour policy
- Confidentiality policy
- Online Safety

4. Safe use of mobile and smart technology expectations

- Kent College West Cairo recognises that use of mobile and smart technologies is part of everyday life for many students, staff and parents/carers but we want to ensure they are used safely and appropriately.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Kent College West Cairo community are advised to:
 - Take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - Use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.

- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms, toilets, bathrooms.
- We strongly encourage student face to face interaction during the school day and phones **are not** allowed to be used and should not be seen at break or lunch unless with the express permission of a member of staff.
- Students bringing a mobile telephone into school do so at their own risk. The school will not take responsibility for its loss, damage or theft.
- Mobile telephones and smart watches must not, under any circumstances, be taken into an examination.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of the Kent College West Cairo community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

5. School provided mobile phones and devices

- Some members of staff will be issued with a work phone in addition to their work email address, where contact with students or parents/carers is required.
- Kent College West Cairo mobile phones will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Kent College West Cairo mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff and/or students are using Kent College West Cairo provided mobile phones and/or devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

6. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant Kent College West Cairo policy and procedures, such as Child Protection and Acceptable Use Policies.
- Staff will be advised to:
 - Keep their mobile phones and personal devices in a safe and secure place during lesson time.
 - Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.

- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use personal devices during teaching periods unless written permission has been given by the DSL or Headmaster such as in emergency circumstances or for educational purposes.
 - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting students or parents and carers unless for emergency reasons.
- Staff should only use Kent College West Cairo provided equipment (not personal devices - unless there is good reason and must be reported to DSL if a personal device is used):
 - to take photos or videos of students in line with our image use policy.
 - to work directly with students during lessons/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the DSL.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, an investigation conducted by the school and the police will be contacted if necessary.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to use mobile phones and smart technology in an appropriate manner and should not be using their phone to take photos or videos unless permission has been given.
- If external visitors require access to mobile and smart technology, this will be discussed with the relevant Head of School prior to use being permitted. Further support or advice can be sought from the DSL.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and should inform the DSL of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Kent College West Cairo will review this policy regularly. The policy will be revised following any international or local policy updates and/or any changes to our technical infrastructure.

- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing policies and procedures. This includes: the Child Protection Policy and Online Safety Policy.
- After any investigations are completed, SLT will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and students to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Students, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or DDSL) or the Headmaster will seek advice from the International Governor in accordance with our child protection policy.