



POLICY

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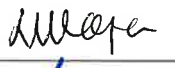







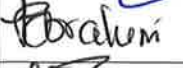



Mobile Phone Policy

For Ta'allum Group

New Policy Draft - September 2019

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	25/9/19
Reviewed by	Jeanette Azouz		Principal- AMAG	26/09/19
Reviewed by	Shuja Uddin		Principal-AMAB	
Reviewed by	Karen McBride		Head of EYFS & EYFS SIC- AJA	
Reviewed by	James Batts		Head of Primary- AJA	
Reviewed by	Thomas McIntyre		Head of Secondary- AJA	25/09/19
Reviewed by	Gail Aston		Head of EYFS- AMAG	29/09/19
Reviewed by	Nadia Waja		Head of Primary- AMAG	25/9/19
Reviewed by	Kushwant Bains		Head of Secondary- AMAG	
Reviewed by	Amina Begum		EYFS In-Charge- AMAB	
Reviewed by	Michael Myford		Head of Primary- AMAB	
Reviewed by	Andrew Hubble		Head of Secondary- AMAB	
Reviewed by	Daniel James Mellor		Deputy Head Primary- AJA	25/9/19
Reviewed by	Helen Joy Williamson		Deputy Head Secondary- AJA	25/9/19
Reviewed by	Lindsay Merrony		Deputy Head Secondary- AJA	25/9/19
Reviewed by	Farhana Ebrahim		Deputy Head Primary- AMAG	29/9/19
Reviewed by	Munazza Mukhtar		Acting Deputy Head Secondary- AMAG	29/9/19
Reviewed by	Sean Anthony Dennis		Deputy Head Primary- AMAB	
Reviewed by	Mohammed Osman		Deputy Head Secondary- AMAB	

Reviewed by	Sofia Elotmani		Admin Officer-AMAB and AMAG	
Reviewed by	Layla Younis		Admin Officer - AJA	25 Sep 2019
Reviewed by	Peter Patrick Kubicki		Secondary SIC	29.9.19.
Reviewed by	Najoud Ensaff		Primary SIC	31.10.19
Reviewed by	Mohammad Abu Qadah		Arabic SIC	29.9.19
Approved by	Dr. Mohammad Saefan		Education Director	1.10.19
Approved by	Ahmed Al Mannai		CEO	1/10/2019

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
	New Policy		September 2019

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

1. Ta'allum Group - Learner Outcomes

Academic, Leaders with Islamic values are the characteristic hallmarks of our students. At Ta'allum Secondary Schools we believe that in order to ensure all our students to achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from others. We aim to ensure that all students in Ta'allum Secondary Schools achieve the highest standards, successfully graduating to Thanawia and on to university or a chosen, aspirational career path. Our Learner Outcomes apply to all students and are designed to meet our stated purpose.

Our students are Academic

- ✓ They are lifelong learners
- ✓ They are creative thinkers
- ✓ They are bilingual
- ✓ They are confident
- ✓ They are innovative
- ✓ They are independent

Our students are Leaders

- ✓ They have strength of character
- ✓ They are organised
- ✓ They are confident
- ✓ They are responsible
- ✓ They are future leaders

Our students practice and exemplify Islamic values

- ✓ They adhere to the Five Pillars of Islam
- ✓ They have good morals
- ✓ They are polite
- ✓ They are considerate

Ta'allum Academies - Mobile Phone Policy

1. Aims of the Policy

- To clarify the Ta'allum policy on Mobile Phones.
- To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our Behaviour Policy, which aims for outstanding behaviour and safety of students across the school and to avoid students being distracted from their studies
- To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

2 Introduction and Mobile Phone Policy for Students

Mobile phones are a feature of modern society and most pupils own one. Mobile phone technology has become more sophisticated and continues to evolve. Wireless connections extend the capabilities of mobile phones further and allow access to new content and services, including the internet, social networking and instant messaging. Most mobile phones offer camera, video and audio recording as standard. This increasing sophistication of mobile phone technology **presents a number of very challenging issues for Ta'allum Academies including:**

- Infringement of privacy, contrary to Qatar law and cultural convention.
- The integration of cameras and internet browsing into phones, leading to potential child protection and data protection issues
- The potential for distractions in lessons and to use the phone, e.g. for recording, videoing or texting, whilst on silent mode.

As a result, mobile phones are strictly forbidden during school hours and students must not bring mobile phones on to the school site. * Students found using their mobile phone during school hours will be dealt with strictly in accordance with this policy.

The ban includes the use of 'Smart' or Apple watches – the use of these is not allowed as they are effectively mobile phones and will be treated as such.

Students will receive assemblies explaining the Mobile Phone Policy and the policy will be placed on the school website for parents to access.

With Ta'allum students' access to their electronic tablets for e-learning purposes in lessons **there is simply no need for students to have a mobile phone with them during school hours.**

**Mobile phones are not allowed on site – this is defined as 'inside the school gates'.*

In addition:

- Phones must not be taken into external examinations under any circumstances in accordance with JCQ Examination regulations. Any student found in possession of a mobile phone during an examination will be reported to the exam board and will have that paper disqualified. Such an incident may result in all other exam papers being disqualified by the exam board.
- The Mobile Phone Policy also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

3 Detection of Mobile Phones and Use of Scanners

It can be difficult to detect when mobile phones/cameras are present or being used. The use of all mobile phones/cameras needs to be effectively managed to ensure the potential for misuse is minimised. This is an integral part of our Safeguarding' procedures.

The Academy reserves the right to use mobile phone detection scanners to carry out spot checks as a precaution against students possessing mobile phones during the school day.

4 Sanctions

Students who infringe the rules set out in this Policy will have their phones confiscated and passed to the designated person (most usually Deputy Head) and they will remain with that member of staff until the end of the week in the first instance. Any subsequent breaches will lead to lengthier confiscation periods. After the first confiscation students will be allowed to collect their phone at the end of the week. (Parents can come to collect the phone earlier providing there are no exceptional disciplinary circumstances which require further investigation.) Parents will be required to collect the mobile phone following the second or any subsequent confiscations.

Pupils who refuse to hand over their phones will be in serious breach of the Ta'allum Behaviour policy and will be subject to a full range of sanctions including exclusion.

All incidents will be recorded.

4 Responsibilities

Students

It is the responsibility of students not to bring mobile phones to school and to abide by the guidelines outlined in this document.

Parents

It is the responsibility of parents to understand the potential mis-use of the phone's capabilities as well as the school rules regarding phones.

Parents should be aware if their child brings a mobile phone the Academy cannot accept responsibility for any loss, damage or costs incurred. The Academy accepts no responsibility for replacing lost, stolen or

damaged mobile phones. The Academy accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Parents should be reminded that in cases of emergency, the school internal telephone system remains the appropriate means of contact and can ensure the child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently. Parents are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

Using mobile phones, including out of school times, to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. Use of mobile phones to take videos and pictures of acts to denigrate, humiliate or embarrass another student or member of staff and then send the pictures to other students or upload to a website for public viewing constitutes criminal behaviour. Police will be involved in such circumstances and parents notified. Almost all such calls, text messages and emails can be traced by the specialist Ooredoo department.

Parents should be aware that the law regarding 'Malicious Communications' states that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'.

5 Wider Scope of the Ta'allum Mobile Phone Policy

The Mobile Phone Policy conditions listed below will apply to all individuals who are to have access to personal and/or work-related mobile phones within the broadest context of the school setting. This will include staff, parents, volunteers, students, committee members, visitors, contractors and community users. (This list is not to be considered exhaustive.)

6 Use of Personal Mobile Phones for Staff

All staff and their managers will have a clear understanding of what constitutes misuse and will:

- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations or cause reputational damage to the Ta'allum Group.
- Understand the need for professional boundaries and clear guidance regarding acceptable use of mobile phones and social media.
- Be aware of the importance of reporting concerns immediately.

The school recognises that personal mobile phones have the potential to be used inappropriately.

Personal staff mobile phones should not generally be used by staff (or visitors), except as set out in the guidelines below.

- Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the students.
- Mobile phones should not be used during lesson times to make or receive calls or for other uses.
- Staff should never give their mobile phone number to any pupils.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued.

- Trips and Visits Offsite: The staff member in charge should take one of the designated school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite can carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- All individuals who are to bring personal devices must ensure that they hold no inappropriate or illegal content.
- Staff who will be required to drive on behalf of Ta'allum must ensure any work/and or personal mobile phones are to be switched off whilst driving.
- Under no circumstances, when driving on behalf of the Ta'allum organisation, should staff make or take a phone call, text or use the enhanced functions of a mobile phone. This should also apply to the use of hands-free and wireless connections, which should be considered a distraction rather than a safer alternative.
- All adult members of the school community must ensure that files stored on their phones do not contain violent, degrading, racist or unacceptable images. The transmission of such images is a criminal offence. As such, the school may consider it appropriate to involve the police.
- All service users, including parents, visitors and contractors, should be respectfully advised that their mobile phones/cameras are not to be used in school and most particularly in designated mobile phone/camera use free areas such as Changing Rooms and Toilets.

This policy should be read in conjunction with:

Ta'allum Social Media Policy

Ta'allum Behaviour Policy

Ta'allum Safeguarding Policy