

**ENGLISH
INTERNATIONAL
SCHOOL OF TUNIS**
British Curriculum



EIST Mobile Phone Policy 2025-2026

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1. Contents:

1. Scope/Rationale/Framework

1.1 Scope:

This policy applies to all students, staff, visitors, volunteers, and contractors on the school premises, during school hours, and while participating in any school-related activity, including educational visits, extracurricular activities, duties and transportation organised by the school.

The policy outlines the expectations regarding the possession and use of mobile phones, smartwatches, tablets, earbuds, and other personal electronic communication devices within the school environment.

The procedures and expectations set out in this policy aim to ensure consistency across all phases of the school while supporting safeguarding, wellbeing, teaching, learning, and positive behaviour.

1.2 Rationale :

The school recognises that mobile phones and personal electronic devices are an important part of modern communication and daily life. However, inappropriate or excessive use of such devices can negatively impact learning, concentration, social interaction, wellbeing, and safeguarding.

The purpose of this policy is to:

- Promote a safe, respectful, and focused learning environment;
- Minimise distractions during lessons and school activities;
- Protect students and staff from issues related to cyberbullying, inappropriate communication, photography, social media misuse, and online safety risks;
- Encourage positive digital citizenship and responsible use of technology;
- Support students in developing healthy relationships and face-to-face communication skills;
- Ensure that safeguarding and privacy expectations are maintained at all times;
- Provide clear guidance and consistent procedures for staff, students, and parents.

- Eliminate unnecessary use of mobile phones during the school day
- Ensure maximum learning time and student concentration
- Safeguard students from cyberbullying and inappropriate content
- Provide clear and consistent expectations for students and staff
- Encourage healthy face-to-face communication among students

The school recognises that, in rare and exceptional situations, a student may need to contact a parent or guardian during the school day. In such cases, students must approach the School Liaison Manager or a designated member of staff, who will facilitate communication using the school telephone system.

Students are not permitted to use their personal mobile phones for communication during the school day. The only exception may be where a student needs temporary supervised access to their device solely for the purpose of retrieving a parent's contact number or accessing essential login information, such as email credentials. Once this information has been obtained, the phone must be immediately handed back and secured in accordance with the school's procedures.

Where necessary, the School Liaison Manager or a designated member of staff may contact parents directly on behalf of the student. All such situations will be handled under staff supervision and in line with the school's safeguarding and behaviour expectations.

This approach ensures that communication needs can be met appropriately while maintaining a safe, focused, and distraction-free learning environment for all students.

1.3 Framework :

This policy is grounded in the school's commitment to safeguarding, wellbeing, high standards of behaviour, and the promotion of a focused learning environment. The framework aims to provide clear, consistent, and fair expectations regarding the possession and use of mobile phones and personal electronic devices across the school community.

The implementation of this policy is guided by the following principles:

Safeguarding and Student Wellbeing

The safety and wellbeing of students remain the school's highest priority. Mobile phones and personal devices must not compromise safeguarding procedures, student privacy, or the respectful relationships within the school community. The unauthorised use of cameras, audio recordings, messaging applications, or social media is strictly prohibited.

Promoting a Positive Learning Environment

The school is committed to maintaining an environment that supports concentration, engagement, and academic achievement. Mobile phones can create unnecessary distractions and may negatively affect learning, participation, and social interaction. This policy therefore aims to minimise disruptions during lessons, assemblies, break times, and all school activities.

Consistency and Fairness

All students are expected to follow the same procedures and expectations regarding mobile phone use. Staff will apply the policy consistently and fairly across all year groups to ensure clarity and accountability.

Respect and Responsibility

Students are encouraged to develop responsible attitudes towards technology and digital communication. The policy supports the development of respectful behaviour, healthy social interaction, and appropriate digital habits both within and beyond the school environment.

Partnership with Parents

The school values the support and cooperation of parents in reinforcing the expectations outlined in this policy. Parents are encouraged to communicate important messages through the school office where necessary and to support students in understanding the importance of responsible phone use.

Communication Procedures

Should a student need to contact a parent or guardian during the school day, this must be done through the School Liaison Manager or a designated member of staff using the school

telephone system. Personal mobile phones may only be accessed under direct staff supervision for limited purposes such as retrieving contact details or essential login information.

2. Aims and Objectives

The aim of this policy is to establish clear expectations and procedures regarding the use of mobile phones and personal electronic devices within the school environment in order to support safeguarding, wellbeing, behaviour, and effective learning.

The school aims at ensuring that all members of the school community clearly understand the expectations regarding mobile phone use. Students, staff, and parents will be informed of:

The objectives of this policy are to:

- When and where phones are permitted or prohibited;
- The procedures for storing and handing in devices during the school day;
- The appropriate channels for communication between students and parents during school hours;
- The responsibilities of students in maintaining respectful and responsible behaviour regarding technology use;
- The steps staff will take when the policy is breached;
- The consequences that may apply in cases of misuse, refusal to comply, or repeated violations of the policy.
- Reinforce safeguarding and confidentiality expectations within the school environment;
- Ensure that communication between students and parents during the school day takes place through appropriate school channels and under staff supervision where necessary.

Clear communication and consistent implementation of these expectations help promote fairness, accountability, safeguarding, and a positive learning environment across the school community.

Through this policy, the school seeks to create a focused and positive learning environment where students are fully engaged in their education and social development without unnecessary dependence on personal electronic devices.

3. Glossary & Terms (Definitions)

For the purpose of this policy, the following definitions apply:

1.1 Mobile Phone:

Any personal handheld communication device capable of making or receiving calls, sending messages, accessing the internet, taking photographs or videos, or using applications and social media platforms.

1.2 Personal Electronic device:

Any privately owned electronic equipment that can be used for communication, recording, internet access, entertainment, or data sharing. This includes, but is not limited to:

- Mobile phones
- Smartwatches
- Tablets
- Earbuds and headphones
- Portable gaming devices

1.3 Smartwatch

A wearable electronic device connected to a mobile phone or internet service that may allow messaging, calls, internet access, recording, notifications, or application use.

1.4 School day

The period beginning when a student enters the school premises and ending when the student leaves the site at the end of the school day or any authorised school activity.

1.5 Unauthorised Use:

Any use of a phone or personal electronic device that does not comply with this policy, including:

- Using a device during

prohibited times;

- Accessing social media during the school day;
- Taking photographs, videos, or audio recordings without permission;
- Using devices to bully, intimidate, or disrupt others;
- Refusing to hand over a device when requested by staff.

1.6 Confiscation :

The temporary removal of a mobile phone or personal electronic device by a member of staff due to a breach of the school's phone policy or behaviour expectations.

Any student found using, hiding, or refusing to hand over a phone or electronic device in violation of the school policy may have the device confiscated immediately by a member of staff or school leadership.

Parents or guardians will be informed of the incident. Depending on the nature and frequency of the breach, the device may be retained by the school for a minimum period of one week or longer at the discretion of the Senior Leadership Team.

Repeated breaches, refusal to comply with staff instructions, inappropriate use of the device, or safeguarding concerns may result in additional behavioural sanctions in line with the school's Behaviour Policy. Devices will only be returned in accordance with the procedures determined by the school leadership.

1.7 Safeguarding :

Actions and measures taken by the school to protect the health, wellbeing, safety, and rights of students and staff.

1.8 Cyberbullying :

The use of digital technology, communication platforms, or electronic devices to harass, threaten, embarrass, or harm another individual.

1.9 School Liaison Manager :

The designated member of staff responsible for supporting communication between students, parents, and the school, including facilitating urgent communication where necessary during the school day.

The School Liaison Manager is also responsible for overseeing the daily collection and return of mobile phones and personal electronic devices. Students who bring phones or electronic devices to school must hand them in to the School Liaison Manager at the front gate upon arrival between 7:30 a.m. and 8:15 a.m. before entering the school premises.

This procedure and expectation are clearly communicated to students and parents at the beginning of each academic year. Any student arriving at school with a mobile phone or electronic device is expected to hand it in immediately upon arrival.

Students using school transportation are not permitted to use mobile phones or electronic devices on the school bus. Devices must remain switched off and stored inside students' bags until they arrive at school and hand them over to the School Liaison Manager.

At the end of the school day, students may collect their devices from the School Liaison Manager before leaving the school premises.

1.9 Parents / Guardians :

Any adult legally responsible for the care, safety, and wellbeing of a student enrolled at the school.

The school recognises that some parents, particularly of secondary students, may wish to ensure that their child has arrived safely at school, especially in cases where students travel independently or arrive by taxi.

Students arriving by taxi may, upon arrival and under staff supervision, briefly use their mobile phone to contact a parent/guardian or arrange transportation where necessary. Following this final communication, the device must be immediately handed over to the School Liaison Manager in accordance with the school's phone procedures.

Where possible, parents are encouraged to communicate through the school office or the School Liaison Manager during the school day rather than through direct student phone use. This approach supports safeguarding, minimises disruption to learning, and ensures consistency in the implementation of the school's phone policy.

4. Policy Statements :

Educational Use of Technology

The school recognises the value of technology in supporting teaching and learning when used appropriately and under staff supervision. Any authorised educational use of devices will be determined solely by staff members and must align with lesson objectives and safeguarding expectations.

Respect for Privacy

Students must respect the privacy and dignity of others at all times. The taking, sharing, or posting of photographs, videos, screenshots, or recordings without permission is strictly prohibited and may be treated as a safeguarding or disciplinary matter.

Examinations and Assessments

Mobile phones and electronic devices are strictly prohibited during examinations, assessments, and testing conditions unless specifically authorised by the school. Any breach may result in disciplinary action and could invalidate assessment results in accordance with examination regulations.

Staff Responsibilities

All staff members are responsible for implementing this policy consistently, monitoring compliance, and reporting concerns where necessary. Staff should model appropriate and professional use of technology within the school environment.

Student Responsibility

Students are expected to follow all instructions related to phone procedures respectfully and promptly. Failure to comply with staff instructions regarding electronic devices may result in behavioural sanctions.

Review and Monitoring

The school reserves the right to review and amend this policy where necessary to respond to safeguarding requirements, operational needs, or developments in technology and educational practice.

5. Reporting & Dealing with Incidents

Any breach of the Mobile Phone Policy by students, staff, or visitors must be reported promptly to the appropriate member of staff or the Senior Leadership Team.

All incidents involving the misuse of mobile phones or electronic devices will be taken seriously, particularly where safeguarding, cyberbullying, privacy, inappropriate communication, photography, recording, or disruption to learning is involved.

Where a student breaches the policy:

- The device may be confiscated immediately;
- The incident will be recorded in line with school procedures;
- Parents/guardians will be informed where appropriate;
- Behaviour sanctions may be applied in accordance with the Behaviour Policy;
- Serious or repeated breaches may be escalated to the Senior Leadership Team.

Where a member of staff breaches the policy:

- The matter will be addressed professionally and confidentially by the Senior Leadership Team;
- Staff are expected to follow the school's professional standards, safeguarding expectations, and Staff Code of Conduct at all times;
- Inappropriate use of phones or electronic devices during working hours, particularly in the presence of students, may result in formal action in line with school procedures.

Any safeguarding concerns involving electronic devices must be reported immediately to the Designated Safeguarding Lead (DSL) in accordance with the Safeguarding and Child Protection Policy.

6. Enforcement of Policy

The school expects all members of the school community to comply fully with this policy.

Students

Students must:

- Hand in all mobile phones and personal electronic devices upon arrival at school;
- Follow staff instructions regarding electronic devices respectfully and immediately;
- Refrain from using phones, smartwatches, earbuds, or other electronic devices during the school day unless authorised;
- Respect the privacy and safety of others at all times.

Failure to comply may result in confiscation, parental contact, behaviour sanctions, or additional disciplinary measures.

Teaching Staff

Teachers and teaching assistants are expected to model responsible, professional, and appropriate use of technology at all times.

Personal mobile phones may be used during working hours only for school-related communication and operational purposes. Staff members are required to monitor designated school communication groups and platforms, which may include:

- Emergency and lockdown communication groups;
- Fire safety communication groups;
- Exam invigilation schedules;
- Timetable or operational updates;
- Meeting notifications;
- Student welfare or safeguarding updates;
- Early leaver notifications;
- Last-minute organisational changes and urgent school announcements.

Staff are expected to check these communications briefly and efficiently when necessary. Phone use for this purpose should not exceed a short period of time and must not interfere with teaching responsibilities, classroom supervision, safeguarding duties, student engagement, or professional conduct.

Once messages or updates have been checked, phones should be put away immediately after checking school-related communications and must not remain visible or in active use during lessons, supervision duties, assemblies, corridors, playground duties, or interactions with students unless required for an authorised school purpose.

Personal use of mobile phones by staff is only permitted within designated staff areas, such as the staff room, during break times or non-contact periods. Staff members are expected to maintain high professional standards regarding phone use and ensure that personal device usage does not disrupt the learning environment, compromise safeguarding expectations, or reduce active supervision of students.

Use of School-Approved Technology

Staff may use school-approved devices and technology for educational and operational purposes only. The school provides designated laptops and digital resources to support teaching, learning, communication, safeguarding, and administrative responsibilities.

School laptops are allocated for staff professional use and may be used for:

- Accessing educational resources and teaching materials;
- Supporting student research activities;
- Using Google Classroom and other approved online learning platforms;
- Delivering lessons using digital tools and presentations;
- Communicating regarding school operations and internal procedures;
- Recording attendance, behaviour, safeguarding concerns, and incident reports through the school systems.

Access to school laptops and internal reporting systems is restricted to authorised staff members, including teachers and designated personnel only. Staff are expected to use all school technology responsibly, professionally, and in accordance with the school's safeguarding, data protection, and acceptable use procedures.

Administrative Staff and School-Issued Phones

Certain administrative staff members may carry school-issued mobile phones during the school day in order to:

- Support communication across the school;
- Respond to operational matters;
- Assist students, parents, and visitors;
- Maintain effective coordination and safeguarding procedures.

The use of school-issued phones by authorised staff is permitted as part of their professional responsibilities.

School Photography and Media

The school may use designated school devices, including school phones or tablets, to take photographs or videos during the school day for educational, celebratory, communication, or promotional purposes, in line with parental permissions and the school's safeguarding and data protection procedures.

Personal staff devices must not be used to photograph or record students unless specifically authorised by school leadership in exceptional circumstances.

Visitors and External Providers

Visitors, contractors, and external providers are expected to follow the school's safeguarding and mobile phone expectations while on site. The school reserves the right to request that devices are not used in certain areas or situations.

7. Role of Designated Contact Staff Member – The Liaison Manager

The School Liaison Manager is the designated contact member of staff responsible for overseeing the daily implementation of the Mobile Phone Policy.

Responsibilities include:

- Supervising the collection of student phones and electronic devices at the school entrance between 7:30 a.m. and 8:15 a.m.;
- Ensuring that all collected devices are stored securely in the School Liaison Manager's office during the school day;
- Organising the safe transfer of the secured device bag to the School Liaison Assistant responsible for secondary dismissal procedures at the end of the school day;
- Managing primary student dismissal procedures while ensuring the continued safe handling and supervision of student devices.
- Facilitating communication between students, parents, and the school where necessary;
- Supporting students in urgent situations requiring contact with parents or guardians;
- Monitoring compliance with the policy and reporting concerns to school leadership;
- Supporting safeguarding procedures related to electronic device use;
- Maintaining clear communication with parents regarding phone-related procedures and expectations.

The Liaison Manager works closely with school leadership, safeguarding staff, teachers, administrative teams, students, and parents to ensure the consistent and effective implementation of this policy across the school community.

8. Role of Designated Contact Staff Member – The School Nurse

The School Nurse is the designated contact member of staff responsible for supporting student welfare, health-related communication, and medical procedures during the school day.

Responsibilities include:

- Communicating with parents or guardians regarding student illness, injury, medical concerns, or the potential administration of medication during the school day;
- Using approved school communication procedures and official parent contact numbers maintained by the school;
- Working closely with the School Liaison Manager and school leadership regarding student wellbeing and safeguarding matters;
- Ensuring that parental consent and school medical procedures are followed before administering medication where required;
- Maintaining appropriate records related to student medical care and communication with families;
- Supporting safeguarding, health, and safety procedures across the school environment.

Communication regarding medical matters will always take place in accordance with the school's safeguarding, health and safety, confidentiality, and parental consent procedure.

Annex 1 :

Dear Parents,

We would like to inform you that starting tomorrow, all secondary students will need to hand in their cell phones upon arrival in the morning. These phones will be kept safely and returned to the students at the end of the day.

This measure aims to minimize distractions and promote an optimal learning environment.

If you need to call your child(ren) please reach out to us at +216 98759311.

Thank you for your understanding and cooperation.

Sincerely,

Annex 2:

Dear Parents,

We hope you are well.

This email is a reminder of the school's policy regarding mobile phones on school premises. In line with school regulations and Tunisian education laws, students are strictly not allowed to bring mobile phones to school under any circumstances.

Despite previous reminders, it has come to our attention that some students continue to bring phones to school and, in some cases, deny having them when asked. This behaviour is unacceptable and will be addressed firmly.

This policy is enforced due to the serious negative impact mobile phones are having on school life, including:

- Interruptions to lessons and learning time
- Failure to hand phones in when required in the morning
- Deliberately hiding phones from staff
- An increase in poor behaviour and disciplinary issues

Please be advised that any mobile phone found on a student during the school day will be confiscated immediately and retained until the end of the school year, with no exceptions.

We ask for your full cooperation in ensuring that your child does not bring a mobile phone to school. Your support is essential in helping us maintain a safe, disciplined, and focused learning environment for all students.

Thank you for your understanding and cooperation in this matter.

Annex 3:

The Parents' Agreement:

As parents, by accepting a place at the English International School of Tunis for our child/ren, we commit to supporting their growth into well-rounded individuals and to actively participating in the school community. Specifically, we agree to:

- Ensure our child observes school rules and maintains the expected standard of behaviour.
- Ensure our child wears the correct uniform and leaves jewellery, mobile phones, and electronic games at home; all items of clothing will be clearly marked with their name.
- Notify the school in writing whenever our child is absent, giving the reason for absence.
- Support punctuality (arriving by 7.45 am), regular attendance, and timely collection at the end of the school day (3:30 pm), noting that Daycare is available until 5:00 pm and will be charged automatically.
- Support our child in completing homework and any "time-specified" tasks.
- Participate, as much as possible, in the social and community activities of the school.
- Provide a current emergency contact number and notify the school immediately of any changes.
- Make every effort to attend parental meetings and open evenings.
- Pay all school fees and other necessary charges on time.
- Support the school in resolving any issues that arise, working together to find solutions.
- Take responsibility for any wilful damage or loss of school property, ensuring it is replaced or repaired.
- Commit fully to our child's education at EIST, striving to make it a meaningful and rewarding experience.
- Treat all staff with respect, approaching any concerns in a calm and dignified manner.
- Agree to communicate reasonably with the school and other parents, refraining from shouting, abuse, threats, or inappropriate engagement with staff, students, or other parents

Policy Prepared by:
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Date: 15/04/2026
Signature:

CEO	Head of Education
Mr Zied Ben Ghorbel	Ms Jacqueline Johnson
Date:	Date:
	