
RULES OF USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES

The International School, 02-886 Warsaw, 2 Jagielska Str.

Place and date of the document:.....26.08.2024r

Number of pages:.....3.

Approval authority:.....

These regulations apply to both students and teachers.

Student

1. Students bring mobile phones, players and other electronic equipment to school at their own risk, with the consent of their parents.
2. The school is not responsible for damage, loss or theft of equipment brought by students.
3. It is allowed to use a mobile phone and other electronic devices during school trips with the consent of parents, who are fully responsible for the equipment.
4. The student is obliged to turn off or mute the phone (without vibration) and hide it in a bag/backpack before the start of educational activities. The phone remains invisible to both the student and others.
5. During educational classes, the use of mobile phones and other electronic equipment is completely prohibited, this also applies to headphones.
6. In exceptional situations, the student can use a mobile phone with the teacher's consent. During school hours, contact with the child is possible through the school office.
7. Phones and other ICT devices (e.g. tablets) can be used during classes for learning purposes under the supervision and consent of the teacher conducting the classes. The student may use the phone and other electronic devices to search for information necessary to perform tasks during classes, after obtaining the consent of the teacher conducting a given class or at the clear request of the teacher.
8. It is allowed to use mobile phones and other electronic devices before classes, i.e. until 8.40 a.m., and after classes, i.e. from 3.30 p.m., in accordance with accepted social and ethical norms.
9. Recording audio and video with a phone, voice recorder, MP player or camera, camcorder and other devices is possible only with the consent of the person being recorded or photographed. It is unacceptable to record or photograph situations that are inconsistent with generally accepted ethical and social norms and to send content that offends other people. The above does not apply to public events taking place at school, including school celebrations.

10. In special cases, recording classes in any way is possible only after obtaining the consent of the school principal or the teacher conducting the classes.
11. It is strictly forbidden to use mobile phones and other electronic devices in school toilets and changing rooms.
12. The use of mobile phones and other electronic equipment in the library and the school reading room is prohibited.
13. The use of a mobile phone and other electronic devices in the after-school club is allowed only with the consent of the homeroom teacher (detailed rules are specified in the after-school club regulations).
14. It is not allowed to charge mobile phones on school premises.
15. Electronic devices are primarily considered to be:
 - mobile phones,
 - tablets,
 - laptops,
 - multimedia devices (including Bluetooth speakers, smartwatch).
16. The use of a mobile phone or other electronic device is understood as:
 - a) making and receiving calls;
 - b) sending and receiving text and multimedia messages;
 - c) taking, sending and receiving photographs;
 - d) recording, receiving and transmitting videos;
 - e) use of the Internet (including social networking sites);
 - f) sending and receiving e-mails;
 - g) use of applications available through devices (including games);
 - h) browsing the device's resources;
 - i) listening to music.
17. The homeroom teachers are obliged to familiarize students with the regulations. Students sign the regulations, which are kept by the homeroom teacher. These regulations are available on the school's website.

Teacher

1. The teacher is obliged to turn off or mute the mobile phone during the lesson.
2. If the teacher is waiting for important information, he or she is obliged to inform the students about this fact at the beginning of the lesson.
3. The teacher is also completely prohibited from using a mobile phone during the lesson, except for the cases mentioned in the regulations.
4. Each teacher is obliged to establish with students the rules for the use of mobile phones during lessons, which are not contrary to these regulations.

Consequences for non-compliance with the rules

1. If a teacher uses a mobile phone in a lesson contrary to these regulations, students have the right to inform their homeroom teacher who reports the fact to the Principal of the school.
2. In the event of a violation of the rules by teachers and school employees, the school principal issues a warning.

3. If a student violates the rules for using mobile phones on the school premises, the teacher or homeroom teacher notes the situation in the Librus register as a negative remark that affects the behavior grade in accordance with the Internal School Behavior Assessment System.
4. A three-time violation of the rules of the regulations results in a one-month ban on bringing a mobile phone and other electronic devices to the school premises.
5. If the situation repeats, the homeroom teacher immediately informs the student's parents/legal guardians about this fact and, together with the school psychologist and parents/legal guardians, establishes a plan for further action.
6. If the conversation with the psychologist does not bring the desired results and the student breaks the rules again, he or she is called to the School Principal, who takes further action.