



AL-AMEEN COLLEGE

STAFF USE OF MOBILE PHONES DURING SCHOOL HOURS

RATIONALE

Al-Ameen College is committed to providing a safe and productive school environment that is conducive to learning. The purpose of this policy is to provide clarity and shared understanding of the appropriate use of mobile phones by all staff responsible for teaching and care of students in the course of performing their duties at Al-Ameen College. The policy also applies to non-academic staff who perform operational tasks in day-to-day activities of the College. The policy is designed to inform staff of expectations and is intended to offer guidance to staff regarding what constitutes appropriate and inappropriate use. In addition, this document covers the potential consequences of misuse in contravention of the policy.

Apart from an instance of clear and immediate threat to the safety of a student, staff member or other authorised person, the use of a mobile phone by teaching staff whilst in the classroom or on playground duty is considered an abrogation of duty of care responsibilities. Inappropriate use or use of mobile phones during school hours is also distracting and detrimental to support and delivery of curriculum materials to a standard required by the College.

The use of mobile phones by non-academic staff is a distraction from performing workplace duties and is strictly prohibited whilst performing operational tasks that involve the use of any machinery or equipment.

This policy will commence with immediate effect and replaces all other policies or arrangements governing the usage of mobile phones.

POLICY

The basic principles regarding mobile phone use during school hours are as follows:

- Mobile phones must be silenced or switched off and contained out of sight during school hours, particularly when in the classroom or on duty on the campus.
- Mobile phones may be used for personal matters during breaks and times when you are not on duty and students are not present.
- Do not use mobile phones for internet entertainment or gaming during College work hours.
- Use of mobile phones to access inappropriate materials, such as violent, inciting hatred, racist, or sexually explicit materials is prohibited.

- Mobile phones are not to be used to take photos of students or student work at the College.
- Under no circumstances are mobile phones to be visible or audible when in the classroom or on playground duty or supervising students in any other capacity.
- In the case of urgent personal issues, immediately inform the Principal or your line manager that you may be required to make or receive an urgent call during work hours. If this becomes necessary and the matter is complex or time-consuming, please also inform the administrative staff in order to provide a relief colleague whilst you make or take such a call.
- Use of a mobile phone in any manner is strictly prohibited whilst operating machinery or equipment. There may instances, however, where staff are involved in IT upgrade or maintenance issues where exemption from this policy applies when required.
- In the case of excursions, bus transport or the supervision of students off-campus, staff may use their personal mobile to contact transport, emergency services, College administration or other relevant assistance when required.

DISCIPLINARY ACTION

Improper use of mobile phones will result in disciplinary action.

In the first instance, a warning will be issued in the case of an infringement of this policy. In cases of further infringement, subsequent warnings may result in termination of employment.

Mobile phone usage for purposes of harassment, illegal or dangerous activity, or in ways that violate College policies associated with student safety and welfare, privacy and confidentiality are considered serious offences and will result in disciplinary action or termination of employment and/or legal proceedings.

Version Control

Version	Date Effective	Approved By	Amendment
1	November 2019	Business Manager	New Policy