

REGULATIONS FOR THE USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES BY STUDENTS AND TEACHERS

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

Legal basis:

1. The Act of 14 December 2016 – Education Law (Journal of Laws of 2025, item 1043), Article 99, point 4

Student

1. Students bring mobile phones and other electronic devices to school at their own responsibility, with parental consent.
2. The school does not bear responsibility for the destruction, loss, or theft of equipment brought by students.
3. Electronic devices are understood primarily as:
 - mobile phones,
 - tablets,
 - laptops,
 - multimedia devices (including Bluetooth speakers, headphones, smartwatches).
4. The use of a mobile phone or other electronic device shall be understood as:
 - a. making and receiving calls;
 - b. sending and receiving text and multimedia messages;
 - c. taking, sending, and receiving photos;
 - d. recording, receiving, and transmitting videos;
 - e. using the Internet (including social media);
 - f. sending and receiving e-mails;
 - g. using applications available on devices (including games);
 - h. browsing the device's contents;
 - i. listening to music.
5. The use of mobile phones and other electronic devices during school trips is permitted only after prior arrangements with the homeroom teacher.
6. A student is obliged to switch off or mute their phone (without vibration) and store it in their bag/backpack before the start of classes. The phone must remain invisible to the student and to others.
7. During compulsory and additional educational activities, breaks, and daycare activities, there is a total ban on the use of mobile phones and other electronic devices throughout the school premises. An exception is made for noise-cancelling headphones, which are allowed for students with sound

- hypersensitivity, sensory disorders, or those requiring reduced auditory stimuli for comfort and better functioning at school, under rules agreed with the homeroom teacher.
8. In urgent and important cases where a student needs to contact parents/legal guardians, the student may do so using the phone available in the school office.
 9. If parents/legal guardians need to contact a student, they must call the school office. The School Secretary then informs the student of such a need and makes the call to the parent using the phone available in the office.
 10. In exceptional situations, a student may use their own mobile phone with the teacher's permission.
 11. Mobile phones and other ICT devices (e.g., tablets) may be used during lessons for educational purposes under the supervision and with the consent of the teacher conducting the class. A student may use a phone or other electronic device to search for information necessary to complete tasks during lessons, only after obtaining the teacher's permission or at their explicit instruction.
 12. If a teacher requires the use of mobile phones during class, the teacher shall inform students and their parents in advance. After the activity ends, but before the lesson finishes, the teacher ensures that phones are muted/switched off and put away in backpacks.
 13. Recording sound or images using a phone, voice recorder, MP3 player, camera, video camera, or other device is only permitted with the consent of the person being recorded or photographed. It is prohibited to record or photograph situations that violate commonly accepted ethical and social norms, as well as to transmit content offensive to others. The above does not apply to public events held at school, including school ceremonies.
 14. In special cases, recording educational activities or preserving them in any form is only allowed with the consent of the school principal or the teacher conducting the class.
 15. Homeroom teachers are responsible for familiarizing students with these regulations. Students sign the regulations, and the signed copy is kept by the homeroom teacher.
 16. These regulations are available on the school's website.

Teacher

1. A teacher is obliged to switch off or mute their mobile phone during lessons.
2. If a teacher is expecting important information, they are required to inform students of this fact at the beginning of the lesson.
3. Teachers are strictly prohibited from using mobile phones during lessons, except in cases specified in the regulations.
4. Each teacher is obliged to establish rules with students regarding the use of mobile phones during lessons; these rules must not conflict with the present regulations.

Consequences of Non-Compliance with the Regulations

1. In the event of a teacher violating the rules of these regulations, students have the right to inform their homeroom teacher, who in turn informs the School Principal.
2. If the regulations are violated by teachers or school staff, a reprimand is issued by the School Principal.
3. In the event of a student violating the regulations:
 - a. the teacher records the incident in the electronic gradebook *Librus* as a negative note, in accordance with the provisions of the "School Assessment System" (*WSO*).
4. In the case of a student violating the rules, the following steps are taken:
 - a. the student switches off the phone and, accompanied by a teacher, goes to the school office;
 - b. the School Secretary records the phone details (student's name, surname, class, time of confiscation, and the teacher's name) and places it in deposit;
 - c. the teacher is obliged to inform the homeroom teacher about the student's violation and to record the incident in the electronic gradebook;
 - d. the homeroom teacher is obliged to immediately conduct a disciplinary conversation with the student;
 - e. the phone remains in deposit until the end of the school day, when the student collects it from the school office.
5. Consequences of violating the rules include:
 - a. recording a negative note in the electronic gradebook,
 - b. a meeting with the student's parents and preparing an action plan,
 - c. a reprimand issued by the homeroom teacher,
 - d. assigning a lower grade for behavior.
6. If the situation occurs repeatedly, the homeroom teacher promptly informs the student's parents/legal guardians and, together with the school psychologist and the parents/legal guardians, develops a plan of further action.
7. If the conversation with the psychologist does not bring the expected results and the student breaks the regulations again, further actions are taken by the School Principal.

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