

## Use of Cell Phone Policy

### A. PURPOSE

ITJ Querétaro is deeply committed to the care of our students, hoping that all collaborators, students, parents and visitors share this commitment. ITJ Querétaro recognizes the need to ensure, as much as possible, the safety of our students. For this effect, procedures regarding use of mobile devices, cameras and safe video-photography for all members of the educational community must be followed to ensure the responsible use of such devices within the school and during school events.

This policy provides students, parents, collaborators and visitors with guidelines and instructions for the proper use of mobile devices during school hours.

In this document, the following terms will be used:

**Student:** any student of the Thomas Jefferson Institute, regardless of age, as well as visitors who are minors, are considered as students.

**Collaborator:** Any member hired by the Thomas Jefferson Institute, regardless of position.

To prevent situations from escalating and becoming a risk, the Thomas Jefferson Institute adheres to the following principles:

- The welfare of the student is the priority and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in their school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- At the Thomas Jefferson Institute we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The well-being of the student is our priority.
- All students have the same rights to protection, but we recognize that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

#### 1. Scopes and Objectives

The Thomas Jefferson Institute aims to:

- Provide a safe and happy environment that encourages growth and learning in our students.
- Outline the system and procedures that we have to make sure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to the use of cell phones at school.
- Ensure effective communication between employees and parents in relation to cell phone use situations at school.

- Establish effective procedures for collaborators who are in a situation related to the use of cell phones and taking pictures.
- Be clear with everyone involved, including students, parents or guardians, about the Policy for cell phone use within the school

#### **A. SCOPE**

The cell phone use policy within the school will be endorsed and signed by the General Director. This policy will be adopted by all levels of the organization.

#### **B. RESPONSIBILITIES**

- Safeguard the rights of the minor.
- Protect the personal privacy of the minor.
- Raise awareness and provide clear guidelines for the use of cell phones and taking pictures within the school.
- Inform parents and collaborators on how to use cell phones and take pictures at school.
- Inform the Designated Safeguard Leader of any concerns about the use of cell phones and taking pictures within the school.

#### **C. Procedure for the use of cell phones and taking pictures**

##### **For ITJ staff:**

- The ITJ authorizes its collaborators to carry their personal mobile devices in the areas designated for it, these being: teachers' room and offices where there are no students.
- For no reason does the school authorize its collaborators to contact students by telephone or any messaging service.
- The personal cell phone can only be used to contact a parent in case of an emergency (accident, risk situation or serious illness), as long as there is no other option to contact them.
- Collaborators who use their devices within the school must ensure that there is no illegal material in it.
- All staff must ensure that their cell phones or mobile devices are kept out of the reach of children. Staff bags or backpacks must be secured in the classroom or teacher lounge.
- Calls to cell phones can only be taken during off-group or guard hours and in the areas permitted to do so.
- The use of cell phones during class hours, on duty or in the presence of students is strictly prohibited.
- No collaborator should have their cell phone with them while in class, except in circumstances that have been authorized by the General Directorate.
- If a collaborator has an emergency, they can freely use the school phone or use their cell phone from an office or teacher lounge.
- Collaborators are responsible for keeping their data updated in the school's contact record.
- It is the responsibility of employees to be vigilant and report any concerns regarding the misuse of cell phones and electronic devices to the Designated Safeguarding Lead. Such concerns will be noted, recorded and investigated appropriately. If the concern is about General Director, it should be reported immediately to Regional Management, Matt Harbison at [mharbison@ispschools.com](mailto:mharbison@ispschools.com)

- Under no circumstances should personal cell phones be used to take pictures or video of students. If this happens, the Designated Safeguard Leader, Section Directors and General Director must be notified immediately.
- If there is concern about the content and images on a collaborator's cell phone, the Designated Safeguarding Leader and General Management reserves the right to review said content or notify the corresponding agency. If inappropriate material is found, the police will be contacted immediately and the guidelines set by the local authority will be followed. Internally, the pertinent measures will be taken according to the Employee Manual.

Use of school devices with cameras (ipads, chromebooks, tablets, etc.)storage

- All staff are responsible for the safekeeping of school electronic devices. These must be secured with an access code (see ITJ QRO Device Use and Email Policy).
- Photographic content on school devices should be reviewed regularly.
- Any suspicious activity must be reported to the Designated Safeguard Leader, Section Director and General Director.
- Photographs of students must be taken in an open space and visible to other adults.
- Under no circumstances should photos be taken 1: 1, that is, alone with a student. This to protect the child and oneself.
- A violation of this policy carries a disciplinary consequence.
- Taking a photograph or video of the students requires a written authorization from the parents or guardians (Consent Format)
- It is the teacher's responsibility to know the authorizations of the parents and make sure that in case of not having authorization, for no reason is the photography or video.

#### **For parents and visitors:**

It is the responsibility of parents to know the scope and risks involved in providing mobile devices, specifically cell phones, to their children.

- Parents should be aware that the school will not be responsible for partial or total loss of the mobile device (see Code of Conduct).
- Parents should remember that the point of contact and communication with the school is directly at its offices.
- When attending school events, parents are encouraged to take photos / videos only of their children.
- Parents should be asked to avoid using cell phones to take pictures in academic areas with students present. They can only take pictures of their children. In the case of group photographs, they should not be uploaded on personal social networks.

#### **In marketing, communication and social networks:**

- Only school cameras can be used with school memory cards. For no reason should personal memory cards be put in the school camera, or school memory cards in personal cameras.
- School memory cards should only be downloaded onto school computers and stored on a secure server. Photographs may only be printed for internal school use.
- Photographs and videos of students taken should be for the purpose of recording a student or group of students participating in activities or celebrating their achievements to have evidence of their progress and development.
- The use of the photo, audio and video image of the students must be previously authorized by the parents.
- Under no circumstances is it allowed to take pictures and videos of students to providers and external visits.

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