



**MINISTRY OF EDUCATION AND TRAINING**

**PHONE POLICY**

(May 2025)

## 1. Introduction

This policy sets out expectations for the appropriate use of mobile phones by teachers, staff, and students during school hours. It recognizes the need for communication tools while minimizing distractions, maintaining high standards of teaching and learning, and ensuring students' focus on education.

## 2. Purpose

To guide teachers, staff, and students on professional and responsible use of mobile phones during school hours, ensuring teaching and learning duties are not compromised, while acknowledging operational realities, particularly in schools without reliable landlines.

## 3. Organizational Scope

This policy applies to:

- a) All teachers and school staff in government schools under the Ministry of Education and Training.
- b) All students enrolled in government primary and secondary schools.

## 4. Definitions

<b>Instructional time:</b> Periods during which a teacher is actively delivering lessons, teaching and supervising students, or responsible for learning activities.
<b>Break time:</b> Scheduled recess or lunch periods during which no teaching or direct student supervision is required.
<b>Emergency:</b> A sudden, urgent, or unforeseen situation requiring immediate action, such as a medical or family crisis.
<b>Mobile Phones:</b> A mobile phone is a wireless handheld device that allows users to make and receive voice calls, send text messages, and access various data services such as the internet and applications via cellular networks. This includes tablets and all smart devices.

**Personal Use:** Use of mobile phones for non-work-related purposes such as social media, personal calls, or messaging.

## 5. Policy Statements

### 5.1 General Expectations

Teachers/Staff
a) Must refrain from using mobile phones for personal purposes during instructional time. Phones must be kept on silent or vibrate mode during class hours.
Students
b) Mobile phones are not allowed during school hours, except when approved by a teacher for study purposes only.
c) Confiscated phones will be picked up by parents/guardians.

### 5.2 Acceptable Use

Mobile phones may be used:

Teachers/Staff:
a) Outside instructional time (breaks, preparation periods).
b) For emergencies.
c) For work-related communication (contacting parents, liaising with Ministry, school operations).
d) As part of approved educational activities or lesson plans.
Students:
a) Only for study-related purposes at times specified and approved by the teacher or Principal.

b) All other use is strictly prohibited.

### 5.3 Unacceptable Use

Teachers/Staff:
a) Personal social media, messaging, or calls during instructional time.
b) Playing games, taking personal photos, or non-educational use while supervising students.
Students:
a) Using devices for personal entertainment, social media, or calls during school hours without teacher approval.
b) Sharing or posting inappropriate content during school hours.

### 5.4 Outer Island Schools and Exceptions

- a) In schools where landline access is limited or unreliable, the use of mobile phones for school-related communication (e.g., calling parents, liaising with the Ministry, reporting incidents) is permitted.
- b) Teachers and students must still avoid unrelated personal use during instructional time and ensure such communication is brief and does not disrupt class activities.

## 6. Monitoring and Enforcement

### 6.1 Responsibilities

Students
a) Follow all rules and guidelines set by teachers and Principals regarding the use of Smart phones.
Teachers:
a) Adhere to the policy and ensure the responsible use of mobile phones
Principals:

b) School Principals are responsible for ensuring that this policy is implemented, communicated, understood, followed and address non-compliance.
c) Principals or delegated staff shall monitor classroom, conduct and document any breaches and submit reports.
Ministry
The Ministry will provide ongoing guidance and policy review support and may intervene where necessary.

## 6.2 Compliance

Teachers/Staff:
a) Non-compliance will be addressed using the Public Service Commission Disciplinary Policy Instructions 2010, including verbal warnings, written reports, and disciplinary action.
Students:
a) Non-compliance will be addressed using the school handbook and this policy, including verbal warning, confiscation of devices, parental notification, and further disciplinary action if necessary.
b) Repeated misuse for both teachers and students may result in serious disciplinary measures and reporting to higher authorities.

## 6.3 Managing Process -Students

### Mobile Phone Confiscation and Disciplinary Actions

1. First Offence
a) The mobile phone will be confiscated.
b) The parent or guardian will be contacted to collect the phone.
c) The student will receive a first written warning.
2. Second Offence
a) The phone will again be confiscated.

b) The case will be referred to the School Disciplinary Committee for appropriate action.
3. Third Offence
a) The student will be suspended and issued a final warning.
b) The Principal shall prepare a recommendation to the CEO for suspension and further disciplinary consideration.
4. Fourth Offence
a) The matter will be referred to the Ministry for a final decision regarding further disciplinary action.

## 7. Review

This policy shall be reviewed every (3) years or as required by the Ministry’s Policy Unit, in consultation with the Schools Divisions and school Principals. Feedback from school leaders in outer islands will be specifically sought **during the review process.**

## 8. Approval Dates

Approved by:		
	Minister for Education and Training: Hon. Dr Mo’ale ‘Otunuku	Date
Recommended by:		
	Chief Executive Officer ‘Isikeli Oko	Date
This policy was originally approved on:		

This version was approved on:	
This version takes effect from:	
This policy will be reviewed by:	

## 9. Reference

1. -Education Act 2013 (Revised Edition 2020)
2. -Teachers Registration Regulation 2021
3. Students Handbook
4. Public Service Act

## 10. Policy Sponsor

Chief Executive Officer for Education and Training

## 11. Contact Person

The following person(s) may be approached on a routine basis in relation to this policy:

Supiesi Halafihi : Legal Officer Email: <a href="mailto:supihalafihi20@gmail.com">supihalafihi20@gmail.com</a> Office: Ministry of Education & Training
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## 12. Annex

