



# BRITISH SCHOOL OF TIRANA

## Mobile Phone Policy

2025-2026



# Mobile Phone Policy

## School rules on use of personal phones

### (Teaching Staff and Students)

The British School of Tirana (BST) accepts that employees will bring their mobile phones to work.

As a general rule, employees are not permitted to make or receive personal calls/texts during working hours to check the social media and other online content from their phones as this inevitably impacts on work time.

All staff at BST should ensure that personal mobile phones are left in their bags in the staff room (designated lockers), turned off or on silent at all times (school mobile phones in use by some management staff are exempted from this restriction). In the event that an employee has a particular emergency or reason for a specified call, then they may request via the Director that they make or receive a call from the school phone during break or lunch time.

Teaching staff who have received approval from Director to use personal mobile phones for work related tasks (EduPage, photos/videos), should observe and comply with any other policy in relation to proper use of mobile phones i.e capturing children's images, child protection, etc.

If staff, not having an approval from line manager, are witnessed using their mobile phones, whilst in the classrooms, kitchen, toilets etc, this can lead to disciplinary action.

Non authorised staff are not permitted to use recording equipment on their mobile phones **AT ANY TIME**, for example: to take photographs or videos of children. Staff should seek permission and advice from the Director beforehand.

Use of mobile phones in school is strictly forbidden for students. Mobile phones, smart watches or any other electronic device that can make or receive phone calls should not be brought in school. The same rule applies to time spent in BST related activities such as clubs, after-hours care, sport events or time spent in school arranged transport in school buses. In the event a student has brought a phone to BST, they should leave that at Reception upon arrival.

Teachers and other staff will be vigilant and cases of students keeping mobile phones or other similar devices in their bag while in school will be reported and disciplinary action might be initiated.

To contact a child while in school or for any students that needs to contact their parents while in school or for emergencies, only the school phone should be used 0697780012 (Primary School) and 0677070156 (Secondary School).

This policy is fully compliant with the orders and instructions issued by the Albanian Ministry of Education, No. 34, Date 16.11.2018 accessible in the link <https://arsimi.gov.al/wp-content/uploads/2018/11/Udhezim-nr-34-dt-16-11-2018-per-ndalin-e-telefonit-celular.pdf> (available in Albanian language only).



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