

Mobile Phone and Photography Policy

A. PURPOSE

The Thomas Jefferson Institute, Guadalajara campus, is committed to safeguarding our students and expects all staff members, students, parents, and visitors to share this commitment. The Thomas Jefferson Institute recognizes the need to ensure, to the greatest extent possible, the safety of our students; therefore, it implements safe procedures for the use of mobile devices, cameras, and video/photography for all members of the school community.

This policy sets guidelines for responsible use of such devices within the school and during school events.

This document provides students, parents, staff members, and visitors with instructions and expectations regarding the appropriate use of mobile devices during school hours.

For the purposes of this document, the following definitions apply:

- **Student:** Any enrolled student of the Thomas Jefferson Institute, Guadalajara campus, regardless of age, including visiting minors.
- **Staff Member:** Any individual employed by the Thomas Jefferson Institute, regardless of role or position.

To prevent safeguarding risks from escalating, the Thomas Jefferson Institute, Guadalajara campus, 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, regardless of race, religion, ability, disability, gender, or culture.
- All students must be, and feel, safe while at school.
- Every student has the right to receive strategies and skills to keep themselves safe.
- All adults in the school must demonstrate a commitment to the protection and safeguarding of students.
- The Thomas Jefferson Institute works collaboratively with parents, guardians, and external professionals to ensure the protection and wellbeing of students.
- All students have equal rights to protection; however, some may require additional support due to special educational needs, disabilities, gender, religion, or sexual orientation.

1. Scope and Objectives

The Thomas Jefferson Institute, Guadalajara campus aims to:

- Provide a safe and nurturing environment that fosters student growth and learning.
- Outline systems and procedures that ensure students remain protected while at school.
- Raise awareness among staff and parents on matters related to mobile phone use on campus.
- Ensure effective communication between staff and parents regarding mobile device protocols.
- Establish clear procedures for staff when faced with situations involving mobile device use and photography.
- Communicate clear expectations to all parties, including students and parents/guardians, regarding the Mobile Phone Use Policy.

A. SCOPE

This Mobile Phone and Photography Policy will be endorsed and authorized by the Head of School. It will be adopted by all divisions and levels of the organization.

B. RESPONSIBILITIES

All Thomas Jefferson Institute staff must:

- Safeguard the rights of children.
- Protect student personal privacy.
- Report any concerns related to mobile device use and photography to the School Safeguarding Team.

The School Leadership and Designated Safeguarding Team must:

- Raise awareness and provide clear operational guidelines on mobile device use and photography.
- Monitor and reinforce adherence to this policy among all community members.

C. Procedures for Mobile Phone Use and Photography

For Staff of the Thomas Jefferson Institute, Guadalajara campus:

- Staff may carry personal mobile devices only in designated areas such as teacher lounges and offices where students are not present.
- Personal calls may only be made during non-instructional time and in designated areas.

- No staff member may keep a mobile phone on them while teaching, except with prior authorization from the Head of School.
- Mobile phone use during instructional time, supervision, or in the presence of students is strictly limited to school-related communication and/or student or staff wellbeing—not personal use.
Family members may contact the school office in case of emergencies.
- Staff must ensure personal devices contain no illegal material.
- Staff must ensure personal mobile phones are stored securely and out of student reach (e.g., personal bags).
- In case of personal emergency, staff may use school telephones or personal phones from designated staff-only areas.
- Staff are responsible for keeping their contact information updated with the school office.
- Personal devices must **not** be used to photograph or film students unless:
 - a. The Designated Safeguarding Lead, Division Directors, and/or Head of School have been immediately notified.
 - b. Images are transferred the same day to a school computer and deleted from personal devices.
 - c. Group photographs stored in student portfolios do not include full student names.
- Staff must never contact students using personal phones.
- Personal phones may only be used to contact parents in emergencies and only if no school communication option is available.
- If concerns arise regarding staff device content, the Designated Safeguarding Lead and Head of School reserve the right to review content and notify relevant authorities if violations are found.
Internal disciplinary action will follow the Staff Handbook.
- All concerns must be reported to the Designated Safeguarding Lead and will be formally documented and investigated.
If the concern involves the Head of School, the report must be made directly to the Regional Director, Matt Harbison at mharbison@ispschools.com

Use of School Devices with Cameras (iPads, Chromebooks, Tablets, etc.):

- All staff are responsible for secure storage of school-owned electronic devices.
- Devices must be protected with access codes (refer to Device and Email Usage Policy).
- Photographic content on school devices must be monitored regularly.

- Any suspicious activity must be reported to the Designated Safeguarding Lead, Division Directors, and Head of School.
- Photographs must be taken in public, observable areas—not 1:1 private settings.
- Prior written parental consent is required before photographing or filming students.
- Staff must verify consent lists and ensure no images are taken of students without authorization.
- Any breach of this policy will result in disciplinary action.

For Parents and Visitors:

- Parents are responsible for knowing the risks and obligations associated with providing mobile devices to their children.
- The school is not responsible for loss or damage to personal mobile devices (see Student Handbook).
- The school office is the primary communication channel between parents and the school.
- At school events, parents are encouraged to photograph or film only their own children.
- Parents must refrain from taking photographs in academic areas with students present. Group photographs taken at school may not be shared on personal social media.

For Marketing, Communications, and Social Media:

- Only school-issued cameras with school-owned memory cards may be used.
- Memory cards must only be downloaded onto school computers and stored securely.
- Photos may only be printed for internal use.
- Images must document student learning, participation, and achievements.
- Parental consent is required for any use of student image, audio, or video.
- External vendors and visitors are strictly prohibited from photographing students.
- Staff arranging external services are responsible for ensuring compliance with safeguarding expectations.
- External providers offering off-campus services (e.g., camps) must obtain written parental authorization for use of images in promotional materials.

For Students:

- Refer to the Student Handbook of the corresponding division.

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