PROCEDURE FOR THE STORAGE OF STUDENTS' MOBILE PHONES AND OTHER PERSONAL ELECTRONIC DEVICES ON SCHOOL PREMISES

Legal basis

- Article 68(1)(1) and Articles 98a–98d of the Act of 14 December 2016 – Education Law (Journal of Laws of 2026, item 1036).
- The School Statute.

§ 1. General Provisions

- This procedure sets out the rules governing the bringing onto school premises, storage and use of mobile phones, smartwatches, tablets and other personal electronic devices (hereinafter referred to as "devices") by students on the school premises at Legionów 9.
- The purpose of this procedure is to ensure a safe learning environment, protect the privacy of students and employees, and prevent cyber threats.
- This procedure implements the provisions of the **School Statute**.

§ 2. Rules for Bringing and Storing Devices

- Students bring mobile phones, media players and other electronic equipment to school solely at their own responsibility and with the consent of their parents/legal guardians.
- Students are required to switch off their devices by 8:00 a.m. and store them for the remainder of the school day in their individual, lockable locker located in the school cloakroom.

- Devices must be completely switched off. Devices may not be left in aeroplane mode, silent mode or any other standby mode.
- The storage location (the locker in the school cloakroom) meets the requirements of Articles 98a–98d of the Education Law Act by ensuring both: (a) the security of property – protection against theft, damage and access by third parties; and (b) respect for privacy – a design that prevents notifications or the contents of a device's screen from being viewed by unauthorised persons.
- Each student is issued with an individual key to their assigned locker and is its sole authorised user. The key is issued to the student by their homeroom teacher. The student is responsible for their key and for the cost of replacing it if the original is lost.
- Devices must remain stored in the locker in the school cloakroom throughout all lessons and breaks during the school day, until the student has completed their compulsory lessons for that day, subject to § 3(e).
- The use of devices during lessons and breaks between lessons is strictly prohibited, except in the situations described in § 3.
- The use of devices in school toilets, cloakrooms and changing rooms during breaks is prohibited.
- Charging mobile phones and other electronic devices on school premises is prohibited.

§ 3. Exceptions to the Procedure (Permitted Use)

Students may use devices only in the following circumstances:

a) Educational purposes – upon the explicit instruction of, and under the supervision of, the teacher conducting the lesson, for the purpose of completing educational tasks.

b) Health-related reasons – on the basis of a written medical certificate or doctor's statement submitted to the School Director (e.g. blood glucose monitoring in the case of diabetes). In such cases, the student will receive an individual **“Medical Permission”**.

c) Emergency situations – with the permission of a teacher or the School Director, for the purpose of making an urgent call to a parent/legal guardian in the event of an immediate health or safety concern arising from a current situation.

d) School trips – with the consent of parents/legal guardians, who then assume full responsibility for the equipment. The decision as to whether devices may be used during a school trip is made by the trip leader.

e) Time after the end of compulsory lessons – after compulsory lessons have finished and before the start of additional activities (such as training or extracurricular clubs), solely for the purpose of communicating with a parent/legal guardian.

f) Audio and video recording using a telephone, voice recorder, media player or camera is permitted only with the consent of the person being recorded or photographed (e.g. during school events, performances or competitions).

§ 4. Responsibility for Property and Protection of Privacy

- The School provides appropriate technical conditions for the safe storage of devices (lockable lockers in the school cloakroom).
- The School shall not be civilly liable for mechanical damage, water damage or theft of devices resulting from a student's failure to comply with the rules set out in this procedure (e.g. leaving a phone in an unlocked locker or in the pocket of a coat in the cloakroom).
- During school trips, parents/legal guardians assume full responsibility for any equipment brought by the student, in accordance with § 3(d).
- School employees are strictly prohibited from browsing or examining the contents of students' devices. Such actions constitute a violation of the student's personal rights and privacy.
- Where there is a justified suspicion that a device contains evidence of a prohibited or unlawful act, the School Director shall immediately contact the Police, who are the only authority authorised to search the device.

§ 5. Procedure in the Event of a Breach of the Rules

If a student fails to comply with this procedure (e.g. by failing to place their phone in their locker, hiding a switched-on device, using a device during a break, in a toilet or cloakroom, or charging a device on school premises):

- The teacher shall instruct the student to switch off the device immediately. If the incident takes place outside the cloakroom, the device shall be placed with the teacher until the end of the lesson, after which it shall be taken to and stored in the student's locker in the school cloakroom.
- The above actions do not constitute confiscation of the device. A teacher has no right to retain a student's private device as an independent disciplinary sanction or to keep it outside the organisational procedure described above and without the knowledge of the student's parent/legal guardian.
- The teacher shall record the breach of the procedure in the electronic school register (as a negative behaviour note).
- In the event of repeated breaches (a minimum of three occasions):
    - The School Director shall impose a disciplinary measure provided for in the School Statute (e.g. a formal reprimand from the School Director).
    - The student's parents/legal guardians shall be required to attend a meeting in order to establish an individual behaviour contract.
    - The School may impose a temporary prohibition on the student bringing any devices onto the school premises.

§ 6. Final Provisions

- The introduction of, and any amendments to, this procedure shall be preceded by consultation with the Teaching Council, the Parents' Council and the Student Council.

- Students shall be familiarised with this procedure during the first homeroom/PSHE lessons of the school year.
- Parents/legal guardians shall confirm that they have read and understood this procedure by providing confirmation through the electronic school register or by signing a paper declaration.
- This procedure shall enter into force on the date on which the School Director's Order is signed and shall be effective from **1 September 2026**.