

### AIMS OF THIS POLICY

At British International School we understand our responsibility to educate and prepare students for the increasing role that technology plays in the world now. However, as an institution we also recognise the need for balancing time spent between the virtual and “the real world”. School is a place where students must be free to grow without the constant pressures of missing out the occurrences in the digital environment.

The School policy is written with the aim of :

- restricting the use of mobile devices to promote the safety and wellbeing of students
- reducing the risk of cyber-bullying, cyber harassment, discrimination, etc.
- ensuring that teaching and learning is not interrupted by the use of electronic devices.
- ensuring that valuable electronic devices are not lost, stolen or damaged at school
- encouraging responsible use by senior students by specifying acceptable use & the sanctions in place for unacceptable use

*Definition of mobile devices: To include, but not limited to; smartphones, smart watches, laptops and tablets*

This policy should be read along with:

- Behaviour Policy – Rewards and Sanctions
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Acceptable Use Policy
- Online Safety Policy

### EXPECTATIONS & PROCEDURES

#### Students

- Students are not permitted to carry mobile phones and other devices into school at any time. These devices can cause a barrier to their learning when used incorrectly, therefore, it is not suitable for students to have them during the school day. The only exception is with special permission for senior students outlined below.
- Students are reminded that it is against school rules to take images, make images, or to record other students without their permission. Such offences will be dealt with in accordance with school policies.
- The school does not currently have a Bring Your Own Device (BYOD) programme, therefore, there is no purpose for students to have an electronic device (laptop or tablet) at school.
- As phones and other devices can be of a certain monetary value, the school will not take responsibility for any phones or devices at any time.
- If parents wish their child to carry a mobile phone for safety purposes and to communicate with parents outside of the school, the phone must be handed to reception at the beginning of the day and collected at the end. To do this, you must first obtain permission from the Principal by writing to the Section Head and requesting for your child to carry a phone for safety purposes. Only after approval is given by the relevant Head of Section should the phone be brought to school.
- Although all measures will be taken to keep the phone safe, the school cannot accept responsibility for the phone. Therefore, it is at your own risk that phones be brought to school for safety purposes.
- If students choose to bring phones or other devices into school without permission, the phone or device will be confiscated.

- During the current pandemic, it is not advisable for phones or other devices to be handled by other people. Therefore, it is the school's advice that such devices be left at home in all cases.
- If parents need to get an urgent message to their child during the school day, they must phone school Reception and the message will be passed on as soon as possible through the Section Head. This should be for extraordinary circumstances only. You can reach Reception by calling 06 744 4327.
- If a student needs to get an urgent message to their parents during the school day, they must speak to their Section Head for permission to contact parents. This should be for extraordinary circumstances only.

**Senior students** will be responsible for the appropriate use of and management of their mobile devices. However, the following principles will apply as they model behaviours for the younger students as outlined by the acceptable use criteria;

### Acceptable Use:

Electronic devices brought to school by senior students (grades 11& 12) should be intended for school-related purposes only. Generally speaking, acceptable use is that which is consistent with the standards, policies, codes of conduct, and educational objectives of British International School. Personal Electronic Devices (including cell phones, laptops, tablets etc.) should be used only for educational purposes during classes such as

- devices must not be used within public areas of the school, such as the auditorium & school corridors
- devices will be turned off and not seen during lessons (unless express permission has been given by the teacher). Devices must not at any time disturb or disrupt the learning of others
- for references prior to giving presentations
- finding answers to end of chapter questions
- retrieving past papers and/or subject related resources

### Unacceptable Use:

- Any illegal activity, which includes plagiarism, violation of copyright, license agreements, and other contracts.
- Connecting to the school's wireless network; this is prohibited for students.
- Accessing or attempting to access inappropriate material.
- Any activity which constitutes harassment, discrimination, or which promotes the illegal use of drugs.
- Using any computer under any other user's name and password. This includes logging in or attempting to log in as another user, and sharing user names and/or passwords.
- Infiltrating, altering, or damaging computer hardware or software in any way, or obstructing, disrupting, or interfering in their normal operation.

### • Sanctions:

- *If a student is found to be carrying a device or using it contrary to the policy, then the following procedures will be actioned:*
- **1 st offence in a term** – phone confiscated and collected at end of the day
- **2nd offence in a term** - phone confiscated and collected at end of the day and Thursday after school detention
- **3rd offence in a term** - phone confiscated and collected at end of the day plus removal of the right to have a mobile phone during the school day for the remainder of the term
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- **Confiscated Mobile Phones**

- If a staff member confiscates a mobile phone, it should be clearly marked with the student's name and handed by that staff member to one of the School Reception staff. The School Reception staff will make a note of the incident and pass the phone to the Head of Section for safe keeping until the end of the day.
- It will only be returned to the parent who must come to the school, meet with senior staff (Section Head / Vice Principal) and agree a behaviour plan for their child before taking the phone or device.

### Teachers

- Teachers are provided with laptops for the purpose of preparing and delivering lessons for their students including researching and sourcing information and resources
- Laptops can only be used for school work
- Teachers are expected to use laptops in an acceptable way, as clearly outline in the acceptable use policy
- Teachers can use their own personal devices including mobile phones while on the school premises. Connecting to the internet is through a separate wifi from regular school work which has a limited bandwidth
- Teachers are not permitted to access social media during the school day and should be aware that such sites are blocked in the school
- All access to the school internet is monitored for safe usage and teachers should ensure the appropriate use

#### Sanctions:

*If a teacher is found to be in violation of this policy or the acceptable use agreement, sanctions may include:*

- Verbal and Written warnings
- Disciplinary procedures which may lead to dismissal
- Any incident being referred to the relevant government / police authorities as necessary

### Visitors

- Visitors to the school are expected to use any mobile device in accordance with the school's acceptable use policy for staff and visitors
- Visitors can gain access to the school wifi network which is on a separate network from all other school access. This network has a limited bandwidth and a time limit of one hour
- Access to the visitor wifi can be obtained by speaking to IT Staff or Reception

#### Sanctions:

*If a visitor is found to be in violation of this policy or the acceptable use agreement, sanctions may include:*

- Immediate disconnection from the network
- The visitor being asked to leave the school
- Any incident being referred to the relevant government / police authorities as necessary

Date of review of this policy: **January 2022**

Date of Next Review of this policy: **January 2023**

Approved by the Management of British International School Ajman