



# مدرسة ايليت الانجليزية The Elite English School

## DEVICE POLICY (Mobile phones/tabs/laptops)

### Introduction:

- Digital devices may prove to be an intrusive and potential source of bullying or abuse.
- The school prohibits the use of mobile phones by students during school hours.
- The school implements a **Bring Your Own Device (BYOD) program** for students from Grades 5 to 12 (Android tablets version 4.2 and above, **without Sim card**).

### Objectives:

- Creatively and effectively leverage emerging technologies for teaching and learning.
- Encourage students to be predictors of how technology could be used to transform learning.
- Guide students to be ethical Digital Citizens.
- Guide the students about the pros and cons of technology
- Help parents and teachers understand and guide the students regarding the ethical usage of devices.
- Appointing a device manager in each class to check the correct usage of devices in the absence of teachers.

### Guidelines for Students: (Personal Privacy and Respect)

- Students are not permitted to carry their personal mobile phone to school.
- The students carrying phones must submit it in the office (switched off) in the morning and may collect before leaving the school. If taken beyond the reception and in the class, it will be confiscated and returned only at the end of academic year as listed in the parents' contract.
- Students are prohibited from taking photos, videos, or audio

recordings of others without their consent/ as directed by supervisors.

- Bullying, harassment, or any inappropriate use of mobile phones will be strictly dealt with according to the school's anti-bullying and disciplinary policies.
- The student tabs must not be SIM CARD enabled, if found, the devices will be confiscated.

### **Classroom Use:**

**Teacher's Discretion:** Teachers have the discretion to allow tabs/laptops usage for educational purposes within the classroom. This may include research, educational apps, or assignments.

**Silent Mode:** Tabs must be in silent mode during class time, and any use should not disturb the learning environment.

**Prohibited Activities:** The following activities are strictly prohibited on school premises at all times:

- Taking photos, videos, or recordings without explicit permission from staff or faculty.
- Sharing or distributing unauthorized photos, videos, or recordings of any individual on school grounds.
- Cyberbullying, harassment, or any form of inappropriate communication through mobile phones.
- Use of phones for cheating, plagiarism, or any other form of academic dishonesty.

**Consequences of Violation:** Any violation of the mobile phone policy may result in disciplinary action, which can include but is not limited to:

- First-time violation will result in the devices being confiscated by the Discipline Officer, until the next scheduled PTM.
- Repeated violation will result in the device being confiscated for good and a yellow card being issued.
- Parental notification and involvement.
- Detention or other appropriate disciplinary measures.

- Suspension in cases of severe or repeated violations.

### **Parental Involvement:**

Parents are encouraged to support the school's mobile phone policy by:

- Monitoring their child's device usage.
- Reinforcing the importance of responsible and respectful behavior when using devices.
- Contacting the school to report any emergency situations or changes to contact information.

### **Communication:**

- The school will communicate the device policy to students, parents, and staff through orientations, newsletters, and the school's official website.
- A memorandum of understanding should be signed by the parents for BYOD.
- Any updates or changes to the policy will be communicated in a timely manner.

### **Review and Amendments:**

This device policy will be periodically reviewed and may be amended as needed to ensure its effectiveness and relevance.

By adhering to the device policy, students, parents, and staff collectively contribute to a positive and productive school environment.

## **Digital Citizenship Education:**

Digital Citizenship is a code for students to support safe online behavior.

The students are expected to:

- Use their personal device for educational purpose only.
- Make sure the devices are SIM CARD FREE
- Visit only the appropriate websites that promote learning and are for educational purposes.
- Keep their devices safe, in silent mode and secure at all times.
- Protect their private information and the information of others.
- Respect one and others when online.
- Use kind words and remember that their Digital Footprint must not harm others.
- Stand Up and say no to Cyberbullying.
- Tell an adult if someone is being unkind and harmful.
- The school will integrate digital citizenship education into the curriculum to educate students about responsible and ethical technology use.

## **Device Management:**

Students are expected to follow any additional guidelines set by teachers for the use of school-provided devices.

**Conclusion:** This device policy aims to foster a positive and respectful learning environment while allowing students to harness the educational benefits of technology. It is designed to strike a balance between responsible device usage and maintaining the core values of the school community.



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MEMORANDUM OF UNDERSTANDING

I ....., parent of ..... of grade ..... , hereby understands the policy and will abide by the rules setup by the school for the fair usage of the device by my ward.

My ward will be responsible for any kind of misconduct or violation of the Device Policy.

.....  
Name

.....  
Signature

**REVIEWED & UPDATED  
MARCH 2023**