



مدرسة ايليت الانجليزية ش.ذ.م.م  
Elite English School L.L.C

# Mobile Phone Usage Policy

## Governing Authorities:

Knowledge and Human Development Authority (KHDA)  
Ministry of Education (MOE), United Arab Emirates

**Review Cycle:** Yearly

**Last Review:** February 2026

**Next Review:** February 2027

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## 1. Vision and Mission

### Our Vision

*To create proactive and thinking achievers who leave a positive impact on everything they touch.*

### Our Mission

To enable all **Elitians** to:

- **Aspire:** Cultivate leadership qualities in every learner.
- **Innovate:** Foster creativity and inquiry through a dynamic pedagogy.
- **Value:** Build inclusivity and celebrate uniqueness in every child.

This Mobile Phone Usage Policy supports our vision and mission by promoting focus, responsibility, wellbeing, and respectful behaviour within a safe and purposeful learning environment.

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## 2. Why Elite English School Dubai Is a Phone-Free Learning Environment

Elite English School Dubai is committed to creating a calm, focused, and inclusive learning environment where every student can thrive academically and socially.

During the school day, the School operates as a **phone-free learning environment**. This approach reflects:

- Our safeguarding responsibilities

- Our commitment to student wellbeing
- Our dedication to high-quality teaching and learning

While we recognize the value of technology in modern education, we believe that learning is best supported through **school-approved devices, structured digital platforms, and teacher-directed use**, rather than unrestricted access to mobile phones.

Research consistently shows that limiting mobile phone use during the school day:

- Improves concentration and academic engagement
- Enhances memory and attention
- Supports emotional wellbeing
- Encourages positive social interaction

By reducing digital distraction, students are better able to think deeply, collaborate meaningfully, and build strong relationships with peers and staff.

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### **3. Promoting Responsibility, Not Prohibition**

This policy is not designed to punish or restrict unnecessarily. Instead, it aims to help students develop:

- Self-discipline
- Responsible decision-making
- Digital awareness
- Respect for others

Students are trusted to follow clear expectations regarding mobile phone use, preparing them to become responsible digital citizens beyond school.

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### **4. Purpose and Principles**

The Mobile Phone Usage Policy is in place to:

- Maximize learning time by removing digital distractions
- Promote positive learning behaviors including attentiveness and collaboration
- Support student wellbeing through reduced screen time
- Encourage face-to-face communication and social development

- Maintain a safe, respectful, and orderly school environment

Being phone-free enables students to remain fully present in their learning and school life.

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## 5. Education for Responsible Digital Citizenship

Elite English School Dubai recognizes that mobile technology is a part of modern life. Alongside this policy, the School is committed to educating students about responsible technology use.

Throughout the academic year, students will receive guidance through:

- Assemblies focused on digital responsibility and online safety
- Pastoral and wellbeing lessons
- Curriculum integration of digital citizenship
- Awareness campaigns such as Safer Internet Week
- Guidance on topics including:
  - Screen time management
  - Online reputation and digital footprints
  - Cyberbullying prevention
  - Privacy, consent, and respectful communication
  - Safe and responsible social media use

Parents will be supported through shared resources and guidance to promote consistent expectations between home and school.

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## 6. Mobile Phone Use Expectations

### General Expectations

- Students may bring mobile phones to school at their own risk; the school accepts no responsibility for loss, damage, or theft.
- All mobile phones must be switched off before the start of the school day and handed over to the administration staff for secure storage under their supervision.
- Students using school bus transport are **not permitted** to bring mobile phones to school. (Please refer to the School Bus Policy for details.)
- At the end of the school day, students using their own transport may collect their mobile phones from the administration staff.

## Communication During the School Day

- Students requiring contact with home must do so via the school office or reception.
- Parents are kindly requested not to contact students directly during school hours.
- All urgent communication should be directed through the school office.

## Learning Use

- Phones must not be used for schoolwork, messaging, photography, or checking learning platforms unless explicit permission is given by a teacher.
- Headphones, earbuds or any communication device must remain out of sight unless authorised for a specific learning activity.

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## 7. Permitted Use

Mobile phones may only be used:

- When directed by a teacher for a specific educational purpose
- For approved contactless payment at school food outlets during break or lunch

Any other use is considered a breach of this policy.

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## 8. Sanctions for Non-Compliance

A clear and consistent escalation process will be followed for breaches of this policy.

Stage	Consequence	Details
1	Phone confiscated and logged	Phone returned at end of day. Student reminded of expectations.
2	Phone confiscated and warning letter issued	Phone returned end of day. Parents informed.
3	Phone confiscated, parent meeting, internal suspension	Phone returned to parents only.
4	Phone confiscated, final warning and external suspension	Phone returned to parents only. Phone banned for remainder of term.
5	Permanent phone ban	Persistent defiance. Phone not permitted on site again.

All incidents will be recorded and monitored by the pastoral and senior leadership teams.

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## **9. Serious Breaches**

Any use of a mobile phone that constitutes a safeguarding concern will result in immediate action.

Examples include:

- Photographing or recording individuals without consent
- Sharing inappropriate or harmful content
- Cyberbullying or harassment
- Misuse of images or audio recordings

Such incidents may result in:

- Immediate external suspension
  - Permanent phone ban
  - Escalation to the Designated Safeguarding Lead
  - Notification to KHDA or external agencies where required
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## **10. Responsibility and Liability**

- Students and families are responsible for the safekeeping of personal devices.
  - The School accepts no liability for loss, theft, or damage to mobile phones or accessories.
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## **11. Monitoring and Review**

- This policy will be monitored by the Senior Leadership and Pastoral Teams.
  - Data will be reviewed to identify trends and ensure consistency.
  - The policy will be reviewed annually or earlier if required by KHDA or MOE guidance.
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*Elite English School Dubai is committed to creating a focused, respectful, and safe learning environment where every Elitian can aspire, innovate, and thrive.*