



ST. MARY'S *Catholic High School, Dubai*

MOBILE USAGE POLICY

REVIEWED: SEP 2023

2023-2024





St. Mary's Catholic High School, Dubai

At St. Mary's Catholic High School, Dubai, we believe that every child has the right to learn in a safe and caring environment without fear of being bullied. By having a written policy outlining the definition of Cyber- Bullying in all its forms, we believe that we are taking the first and most essential steps to tackling bullying and ensuring the school creates a safe learning environment where risk of harm is minimized and students feel socially and emotionally secure.

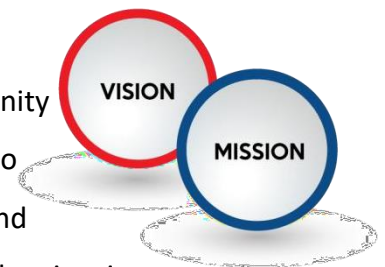
As with all the policies of the school, we believe that our stated mission and vision for the next five years underlies the ethos of the school and underpins everything that the school stands for,

MISSION STATEMENT

We serve with compassion to develop a deep sense of integrity, mutual respect and tolerance within the Marian family so that the uniqueness of each person is celebrated, allowing them to holistically develop as successful learners and responsible citizens.

VISION:

Within the next 5 years, we envision ourselves as a school community that consistently strives to develop highly independent learners who confidently showcase innovation through meaningful reflection and purposeful collaboration. We aim to achieve this by ensuring every teacher inspires students through effective questioning and feedback to reach their highest potential in a culturally diverse society.



Objectives:

This policy has been developed in order to ensure that all stake holders including the students, teachers, senior leadership team and other members are well versed and aware of how to report cyber-bullying and what to do in the event that cyber- bullying is reported. The school also makes it clear that cyber-bullying is not tolerated and when dealing with cyber-bullying there is a clear message that the offender will be firmly dealt with.

ACCEPTABLE USE MOBILE POLICY

1. Purpose

- Students, their parents or carers must read the policy and understand the acceptable use policy as a condition upon which permission is given to bring mobile phones to school. The home school agreement should be signed to acknowledge recognition of this policy.
- The acceptable use policy for mobile phones also applies to students during school excursions, educational visits and extra-curricular activities on the school site and on external visits



2. Responsibility

- The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- Parents/Carers should be aware that if their child takes a mobile phone to school, the school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/Carers are reminded that in case of emergency, the school office remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way. Distractions to the educational process due to phone calls or text to and from home or from friends should be avoided. During school hours, student phone calls should take place in the school office. Phones will be turned on only with teacher permission for educational purposes.



3. Acceptable Uses

- The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the teacher. The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable.

- Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day (all paraphernalia including headphones and associated items should be put away so that it is out of sight in the building).
- Mobile phones and associated paraphernalia e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, at break time, free time, during lessons (unless asked by a teacher to be used for the lesson) , community service time
- Please see the table below for directed times that mobile phones can/cannot be acceptably used.



	ON ENTRY TO SCHOOL	IN THE MAIN HALL OR LIBRARY	BREAK TIME	Lesson	MOVEMENT	STUDY PERIOD	END OF THE DAY
A-Level	X	X	X	Only to support learning and with instructions from the teacher.	X	X	While leaving the premises.

- Key for above; X = not acceptable to be seen at any time with phone or peripherals

4. Unacceptable Uses

- Students should not use mobile phones to check their timetable 'the time', this should be done with planner usage or on a watch.
- Using mobiles to bully and threaten is unacceptable. The school has a zero tolerance policy for Cyber bullying.
- Unless express permission is granted, mobile phones should not be used to make calls, send messages, internet usage, take photos or any other associated application.
- Listening to music through headphones will not be allowed at any time during the day.
- Mobile phones are banned from all examinations. The use of any smart devices during an examination amounts to malpractice



8. Sanctions

- Students who infringe the rules will have their phone confiscated and the phone will only be returned the next day. If the phone is confiscated on a Friday, the phone will be returned on Monday. Phones will be kept secure and will be locked away.
- On the first infringement, the mobile phone will be confiscated. The student will be able to collect their mobile phone the next day.
- Persistent Offenders: parents will be contacted and asked to collect the phone at their earliest convenience.
- Students arguing with any member of staff over a mobile phone infringement will be dealt with very seriously. Members of staff have been asked to implement the policy consistently and therefore there should be no cause for argument.



Next Review : June 2024

ACCEPTABLE USE MOBILE POLICY

Effective: October 2023

Parent/Guardian Permission for BYOD

I have read and understand the above information about appropriate use of mobile devices at SMCHS and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately). I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent Name

Parent Signature

Student Name

Year Group / Section

Student Mobile Details

Student Mobile Number

Student Signature

Date

If you have any comments or suggestions, please write them below
