



# DUBAI COLLEGE

*A tradition of quality in education*

## Mobile Phone Policy

Dubai College accepts that practices around the use of mobile devices are changing and in response to this, allows students to have mobile phones in school predominantly for emergency purposes. It is expected that with the new BYOD policy, a student wishing to access the internet in class or take a photograph of work on the board should use that device and not their phone. Mobile phones should be used, for example, if they miss the College Bus or their 'lift' home or if fixtures/commitments change during the school day then they can use a mobile to alert a parent of the situation. Using a mobile phone in this manner is entirely appropriate. In allowing students to bring mobile phones to school, Dubai College emphasises that it accepts no responsibility for any loss or damage to phones whilst they are on school premises.

During lessons, morning break, lunchtime and tutor time, mobile phones must be switched off and out of sight to prevent them from becoming a distraction. There have been instances of students' messaging during lessons and parents phoning their child's mobile phone during lessons, which is not acceptable. Students **must seek permission** from their teachers before the phones are used in class for educational purposes if they have forgotten their device but these must be turned off again at the end of the lesson. Mobile phones may be used prior to the start of the school day and after normal school hours have finished, along with during morning registration to check their school emails and notices on SharePoint.

If parents wish to pass on an **urgent** message during school hours, they should contact the School Office/Reception. Similarly, students who have a genuine need to contact their parents whilst they are on school premises may use the telephone in the School Reception.

Mobile phones should not be used as recreational, social or fashion items! Staff will model this behaviour themselves and make expectations clear through form periods, lessons, directed study time, assemblies and the Positive Education Day programme.

If a student's mobile phone causes any disturbance whatsoever during the school day, **it will be confiscated by the teacher and handed to the school reception who will hand this to the cashier for safe keeping.** The student's Head of Year will be informed by a member of the school reception team/cashier. If a student repeatedly ignores the college's policy with regard to mobile phone use, he/she may have the phone confiscated for a longer period and ultimately may lose the privilege of having a mobile phone in college at all.

In directed studies lessons students may use headphones to watch videos/complete online exercises in support of their learning. These headphones should be attached to a device and not to a phone.

Sixth Formers may use their mobile phones in the Sixth Form centre, but they must be put in bags as soon as they leave the SFC. They should not be visible e.g. in shirt/trouser pockets at any time during the school day outside of the SFC.

**Students will have the following sanctions put in place for mobile phone use outside of morning registration:**

1<sup>st</sup> offence in a term – phone confiscated and collected at end of the day

2<sup>nd</sup> offence in a term - phone confiscated and collected at end of the day and Thursday after school detention

3<sup>rd</sup> offence in a term - phone confiscated and collected at end of the day plus removal right to have a mobile phone during the school day for the remainder of the term

**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 within iSAMS and pass the phone to the cashier for safe keeping until the end of the day.

Students are allowed to collect confiscated mobile phones at the end of the school day from the cashier’s office on production of their school ID as proof of ownership.

Students who have had the right to have a mobile phone in school withdrawn, will hand their phone in at the start of the day and collect from the cashier at the end of the day. The Head of Year is responsible for checking this action.

Summary

- Mobiles must be switched off during lessons. Having the phone switched to silent mode is not acceptable.
- Parents can always contact the School Office for **urgent** messages and students are allowed to use the school telephone to contact parents where there is a genuine need.
- Mobiles can be used in class if the teacher has given permission due to the student not having their alternative device. Their use is restricted to the support of teaching and learning.
- Mobiles should never be visible. They should be in a bag or pocket.
- Students who abuse these rules may have their right to have a mobile phone in school removed.

<b>Policy Details</b>	
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