



Access International Academy Ningbo

# 宁波爱学国际学校

## Mobile Device Policy

Created: 7/26/2021

Modified: 12/3/2021

***Intelligence + Character = True Education***

This policy guides the guidelines and expectations for the carriage and use of personal mobile devices on the school campus during school hours.

## **1. Introduction**

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile devices. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile devices by students, and involves parents as partners in assisting their children in the proper use of mobile devices at AIAN.

The school has established this policy so that teachers, students and parents / caregivers are familiar with the guidelines and expectations for the appropriate use of mobile devices during school-related activities. The privilege to bring a mobile device to school will be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the School's requirements.

The school acknowledges that a mobile device gives parents an opportunity and reassurance that they can contact their child, and their child can contact them, if they need to communicate with each other urgently. Parents are reminded that in cases of emergency, that the front office can be contacted to ensure your child is reached quickly and assisted in an appropriate way.

## **2. Definitions**

For the purpose of this policy, a mobile device is defined as a computing device which can be carried readily and easily, typically having a display screen with 'touch' input and/or a miniature keyboard (e.g. mobile phone, iPod's, iPad's etc.)

In this policy, the term 'mobile device' shall also extend to all other devices which may be used to perform the same functions as a mobile phone or smartphone, and specifically, but not limited to:

- Voice calls and messaging
- Text messaging
- Media messaging
- Instant messaging
- Internet access
- Social media access
- Chat rooms
- Photography
- Video recording
- Audio recording

Examples of other devices include:

- Tablets (e.g. iPad, Samsung Galaxy Pad)
- e-Readers (e.g. Kindle, Kobo)
- Personal digital assistants (PDA) (e.g. iTouch, Samsung Note)
- Digital cameras
- Mobile / smart watches (e.g. Samsung Galaxy Gear, Apple Watch)

- Devices that are used in conjunction with another mobile device, connected either through WiFi, Bluetooth, USB or any similar method of connecting devices

### 3. General Requirements

While students may be required to use certain devices to participate in their regular classes, the use of any mobile device, whether it belongs to the school or a student, is considered a privilege which may be suspended if a student does not adhere to school policies.

#### Smartphones / Pocket-Sized Devices

In general, smartphones and/or any pocket-sized computing devices are not allowed in the possession of students during school hours, including during After School Activities. A student who wishes to bring these devices to school **must** purchase a device locker key to be assigned a personal locker in the main lobby area to store the device during school hours. A key must be purchased directly from the Head of School at a cost of 50 RMB. Once a key is purchased, the student may continue to use the locker as long as he or she is enrolled at AIAN. Keys are not to be copied, and a lost key will incur a replacement fee of 50 RMB. A locker may only be used by the individual student who purchased the key to that locker (as an exception, siblings may share one locker).

In certain cases, use of smartphones and/or pocket-sized devices may be allowed for a temporary period of time (e.g. field trips, school events, etc.) by the Head of School or Vice Principal. This information will be communicated beforehand, and abuse of this privilege will warrant immediate confiscation of the device and parents will be contacted. In cases when a student's schoolwork absolutely requires the use of his/her smartphone and/or pocket-sized device at school (e.g. online coursework, accessing essential files, etc.), a note from a Vice Principal or Head of School must be presented to the main office, including the time of request, length of time for use, signature, and date. The student is required to return the device to the locker immediately after use.

\*These devices are NOT to be kept in students' backpacks, and in doing so, students risk confiscation of the device and revocation of any device privileges.

#### Laptop Computers / Tablets / Other Large Mobile Devices

It is preferred that students borrow school tablets from the Library to use during the school day. A tablet may be borrowed during homeroom time after a student has checked in with his/her homeroom teacher. Tablets must be checked out by the Librarian or other staff member in the Library. If no staff member is available, a student must return at another time when someone is

available to check out the device. Borrowed tablets must not be taken home and should be returned to the Library at the end of the school day. If a student repeatedly forgets to return his/her tablet, borrowing privileges may be suspended.

High School students are allowed to bring and use their own personal laptop or tablet for educational purposes. Time of use is limited to during classes when the teacher permits the use. At all times, students are expected to abide by the Acceptable Use Policy when using school or personal devices.

Students are allowed to bring and use e-Readers, such as Amazon Kindles, for reading purposes only. If it is discovered that the device is used for any other purposes, it will be confiscated and parents will be contacted to retrieve it from the Head of School, and the student's device privileges will be revoked. E-Readers are not to be used while walking in hallways or stairwells. These devices may be used during recess, but class use requires approval by the teacher.

#### **4. Infractions and Violations**

Infractions and violations of the Mobile Device Policy carry different consequences for various offenses. In all cases, future device privileges may be suspended when a student violates the school's policies.

If a student is found by a staff member to be in possession of a smartphone and/or any pocket-sized device, the device is to be immediately confiscated by the staff member and turned over to the Head of School. The student's parents will be contacted and required to retrieve the device at school from the Head of School. Students and parents are reminded that possession does not imply use, and the means by which a staff member receives knowledge of a student's possession of a device should not be questioned. Scenarios by which a staff member received knowledge of possession include:

- Device ringing or sound heard from a backpack or other location
- Visible sighting of the device in any way
- Reporting of possession by another student or staff member
- Accidental exposure from concealed location
- Suspected possession based on conversation or behavior
- Etc.

For infractions and violations involving other devices, including personal laptops and tablets, teachers and staff will assess consequences in line with other school policies (e.g. *Acceptable Use Policy*, *AIAN Child Protection Policy and Procedures*, etc.). A teacher may include guidelines for device expectations and consequences in his/her specific class/classroom in a course syllabus. Teachers do have the right to confiscate devices and turn them over to the Vice Principal or Head of School. In other cases, the staff member may inform the Vice Principal and/or Head of School about the infraction/violation, and an appropriate consequence will be assessed. Consequences will align with the school's Behavior and Discipline Policy. In

general, infractions and violations of the Mobile Device Policy will warrant contacting of a student's parents and revocation of future device privileges.

## **5. Implementation**

Implementation of the above is monitored by the Leadership Team.

Implementation: This policy is implemented by AIAN Leadership.

Review: This policy is reviewed every school year.

Next review: September 2024