



Amity International School Amsterdam

ETHICAL USE OF PERSONAL DEVICES POLICY

Date	Action	Action performed by
MAR-2023	Policy Created and Reviewed	Policy Committee; reviewed by Heads of Schools, Student Support Coordinator, Well-being Counsellor, Safeguarding Team; Senior School Student Council

AMITY MISSION STATEMENT

It is our mission to provide an engaging and challenging learning environment where students are empowered to succeed academically, socially and emotionally. Our students learn within a real-world, inquiry-based curriculum which fosters their individuality, creativity and unique interests. We encourage our students to be innovative and reflective thinkers who demonstrate resilience and determination. We promote ethical, responsible action for positive change and provide opportunities for teamwork and leadership. We nourish the development of open-minded, caring individuals who are active and respectful members of the global and local community.

RATIONALE

This policy is designed to enable students to remain safe and to develop as responsible, ethical and informed users of their personal devices. As a learning organization, we believe that it is important that our students understand the opportunities and threats of digital devices at an age-appropriate stage and under controlled conditions, in order that they are fully equipped to be safe, empowered and autonomous digital citizens in the wider world.

PURPOSE

The purpose of this policy is to outline the use of personal devices by students within the school community. Devices include phones/smart phones, tablet devices, smart watches, laptops, headphones/air-pods.

This policy:

- Clarifies the responsibilities, expectations, rules, and consequences for age-appropriate use of personal devices for students.

STUDENT RESPONSIBILITIES

	Early & Primary Years	MY1-3	MY4-5 & DP
Mobile device use at school	Not permitted to use mobile devices at school or on school transport	Not permitted to use mobile devices at school	May use their mobile devices at the following times/for the purpose of self-management and organization: <ul style="list-style-type: none"> • Before school • After school • Break/lunch • Academic learning
Acceptable Mobile device Use	N/A	N/A	Mobile devices may not be used for: <ul style="list-style-type: none"> • Social Media communication • Listening to music • Watching non-academic videos • Photos of staff, students in school or on educational visits unless permission/written consent provided Create, transmit, display, publish or forward any material that is likely to harass, or cause offence, inconvenience or needless anxiety to others
Mobile Device Location	Mobile devices are switched off and handed to teacher at the start of school day	Mobile devices are switched off and inside locker or bag	During lessons mobile devices are placed in basket at the front of the classroom and can be collected at the end of the lesson

Procedure for use of Mobile device	Students using mobile device during the school day will have their device confiscated and handed to class teacher, Programme Coordinator or Head of school for collection at the end of the day	Students using mobile device during the school day will have their device confiscated and handed to class teacher, Programme Coordinator or Head of school for collection at the end of the day	Students using mobile devices during lessons will have their device confiscated and handed to either class teacher, Programme Coordinator or Head of school for collection at the end of the day Teachers of DP students must request that students place their devices in a basket at the start of lessons.
Consequence for Mobile device Use	Consequences for the misuse of personal devices will be determined by the level of unacceptable behaviour and is based upon the impact their actions have on students or others. E.g. MY2 student using their device during the school day – Level 1/confiscation E.g. MY5 student refusing to hand over their device following playing loud music at break time – Level 3/completion of Reflection form and verbal warning by Programme Coordinator E.g. MY3 student cyber-bullying or sharing offensive material - Level 4 / immediate referral to Head of School, Parent Conference, possible home reflection.		
	Early & Primary Years	MY1-3	MY4-5 & DP
Headphones/ Airpods		<u>Permitted use:</u> <ul style="list-style-type: none"> • With laptop devices • During personal study time • During Lunch time <u>Not permitted use:</u> <ul style="list-style-type: none"> • Moving around building 	<u>Permitted use:</u> <ul style="list-style-type: none"> • With laptop devices • During personal study time • During Lunch time <u>Not permitted use:</u> <ul style="list-style-type: none"> • Moving around building
Smart Watches	Not permitted to have smart watches	<u>Permitted use:</u> <ul style="list-style-type: none"> - Basic time keeping - Subject specific (PHE) 	<u>Permitted use:</u> <ul style="list-style-type: none"> - Basic time keeping - Subject specific (PHE)

		<u>Not permitted use:</u> - Poses a distraction to learning Summative /formative assessments or examinations	<u>Not permitted use:</u> - Poses a distraction to learning - Summative /formative assessments or examinations
Urgent Parent Communication	Student and Parent communication must be done via school Reception		

SCHOOL AND TEACHER RESPONSIBILITIES

- Amity will provide age-appropriate learning to support students' development as responsible, respectful, and safe digital citizens. This will take place in PSHE lessons, Library lessons, assemblies, and with the support of teachers and external guest speakers.
- PSHE topics include: digital media and the brain; chatting safely online; digital footprints; cyberbullying; confirmation bias; fake news; toxic online communities; image sharing; hate speech, amongst other issues.
- Amity reviews and revises its PSHE provision in light of new online trends and issues and community needs.

PARENT RESPONSIBILITIES

- Parents determine the appropriate age for their child to receive a personal device so that when they are ready, they can develop healthy phone habits.
- Parents set and monitor safe privacy settings.
- Parents limit access time, and restrict usage before their child goes to bed.
- Parents ensure that their child adheres to age-related restrictions of platform use (e.g. 16+ for WhatsApp).
- Parents monitor their child's use of social media and websites outside of school hours.
- Parents work in partnership with Amity to ensure that their children remain safe and behave respectfully toward their peers when using social media outside of school.

The school holds no responsibility for damaged or lost devices (and their accessories) of students in school. The IT Department will communicate with parents on the loss or damage to school devices and request repair costs as outlined in the Parent User Agreement.