

Mobile Phone & Smart Watch Policy

Dubai College accepts that practices around the use of mobile devices are changing and not always for the better. In response to this, Dubai College allows students to have mobile phones on route to school and after 3:45pm in designated areas only; these designated areas are clearly specified within the policy. It is expected that with the BYOD policy, a student wishing to access the internet in class or take a photograph of work on the board will use that device and not their phone; there will be no exceptions. Smart watches should also not be worn in school and the same sanctions as mobile phones will apply.

It is expected that mobile phones are used, for example, if they miss the College Bus at the end of the school day or to finalise their transport home at the end of the school day. If fixtures/commitments change during the school day, students will need to email parents to inform them, and the school will also send a communication out via iSAMS as an alert. At all other times, communication can be made home by using the school phone in reception or asking any of the Heads of Year to use the phone in their office. In allowing students to bring mobile phones onto the school site for the purposes of emergency use after the end of the formal school day, Dubai College emphasises that it accepts no responsibility for any loss or damage to phones whilst they are on school premises.

From the moment a student enters the school site through the black perimeter gates, or in the case of the school buses, as soon as they step off the bus, until 3:45pm mobile phones and smart watches should be switched off and out of sight. Between 3:45pm and 4:45pm, mobile phones will only be allowed in designated areas of the school and for contacting parents only. These are D block foyer, auditorium foyer, Jafar Centre main atrium and the sixth form centre. It must be stressed this is not for general use but to contact parents only during this time.

We are proudly a phone and smart watch free site for students; phones should either be placed in student lockers or in student bags, never on their person. There have been instances where students and parents have previously been messaging during the school day, which is not acceptable.

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 and smart watches should not be used as recreational, social or fashion items. Staff will model this behaviour themselves and make expectations clear through tutor time, lessons, directed study time, assemblies and the Rolling Positive Education Programme.

If a student's mobile phone or smart watch is seen 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 safekeeping.** The receptionist will log the concern on iSAMS.

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 an IT device and not to a mobile phone.**

The rules are in place for all students in all year groups without exception.

Students will have the following sanctions put in place for mobile phone/smart watch use outside of designated times and areas:

1st offence – immediate confiscation until the end of the school day plus the phone/smart watch will be confiscated for a period of 2 nights starting on Monday at the start of the following week until the Wednesday pm. This is to allow parents and students to ensure they can make suitable and timely arrangements for pick up and drop off at school during that time. On a first offence, the student may collect their phone at the end of the school day. A warning letter will be administered, and an after-school detention will be served.

2nd offence - immediate confiscation of the phone/smart watch until the end of the school day plus the phone/smart watch will be confiscated for a period of 4 nights starting on Monday at the start of the following week until Friday pm. Parents will be asked to come into Dubai College and collect the phone. A signed warning letter will be administered, and an SLT detention will be served.

3rd offence - immediate confiscation of the phone/smart watch until the end of the school day plus the student loses the right to have a mobile phone/smart watch in school for the remainder of the term or for a minimum period of 7 weeks whichever is the longer period. It is expected that only the parent will pick up the phone on the day of confiscation on a third offence otherwise the phone will not be released. At the start of each day, the student will hand the phone in to their Head of Year and it can be collected from the pastoral office at the end of each school day. A final signed warning letter will be administered plus a Headmaster's weekend detention.

We will never hold a phone over a weekend period.

If any student hands in a dummy phone that is not the phone confiscated in school, the sanction will automatically be elevated to the equivalent of a 3rd offence.

Any student who does not engage with any of the above requirements will lose the right to have a phone/smart watch on school site for the rest of the academic year. In such cases, the phone/watch will be handed in to a designated member of the senior leadership team every morning and can be collected at the end of the day.

Confiscated Mobile Phones/Smart Watches

If a staff member confiscates a mobile phone/smart watch, 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/smart watch to the cashier for safe keeping until the relevant point of release.

Confiscated phones/smart watches can only be collected by the parent or their representative in line with the second and third sanctions as stated above; that representative cannot be a student at Dubai College. **The phone/smart watch can be collected from the cashier** on production of their Emirates ID as proof of ownership.

Students who have had the right to have a mobile phone/smart watch in school withdrawn, will hand that device in at the start of the day to their HOY and collect from them at the end of the day.

Summary

- Mobiles must be switched off and out of sight from the point of entry into the school site. Students may use their phones again once they have exited the school site after the end of the normal school day. Having the phone switched to silent mode is not acceptable.
- Smart watches should not be worn to school or be worn on Dubai College site during the school day.
- For those students who remain on school site after 3:35pm, it is important to note the mobile phone/smart watch policy also extends around most of the campus until ECAs have finished at 4:45pm. **The only areas students can use their mobile phones/smart watches to contact parents is in D block foyer, auditorium foyer, Jafar Centre main atrium and the sixth form centre. In all other areas between the end of the day and 4:45pm, staff will confiscate phones in line with school policy.**
- 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/smart watches cannot be used in class under any circumstances.
- Students who continually abuse these rules or who do not engage with the process will lose their right to have a mobile phone/smart watch on school site.

Policy Details	
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