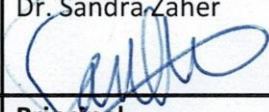


Ras Al Khaimah American Academy			
Subject: Mobile Devices Policy		SOP No: RAKAA-ICT-01	Controlled Copy No: 3
		Revision No: 3	
Written by:	Head of Section Mayada Aljouboory	Date: 10/09/2021	Policy based on: Current Practices
Checked by:	OSG, Head of ICT department Nathalie William	Date: 18/05/2022	Supersedes: 10/9/2021 Issued on: 20/5/2022
Approved by:	Principal Dr. Sandra Zaher 	Date: 20/5/2022	Distributed to: Principal (Original) Refer Distribution Index Pages: Page 1 of 5
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Introduction:

We are very much aware that the mobile devices feature significantly in our students' lives and the advances in technology make it far more than just a phone. The school understands that this technology is part of our world and that parents often support their children having mobile devices for safety reasons. Student responsibility is to follow the school policy of no cellular phones on campus. However, if required medical or other family communication due to emergency then the student must follow acceptable use and procedure as follows:

- Parent to notify the school through TEAMS communication to the Teacher and Head of Section (HoS) that their child needs the mobile at school.
- The HoS is given a personal mobile device to log into and monitor when there is a parent call.
- The school has a mobile technology and digital cameras policy in-out the school, risks are included with clear expectations and sanctions, and it's connected with AUP, Safeguarding and other policies to ensure safe and secure practice.

There are free/mobile station permitted areas that are clearly marked for staff, parents, and students to use in an emergency.

Watching videos, listening to music, playing games, using the internet, taking photos or videos, talking or texting during class all interfere with teaching and learning. This mobile device policy aims to promote a safe environment for both teachers and students.

The following policy relates to mobile devices, however, applies to any device that has access to social media and the ability to take photographs. Teachers must manage both the potential of mobile devices as a learning technology and the difficulties phones can present in schools as technology rapidly changes. Because electronic devices allow for instant communication, students may text, call, or access websites at inconvenient times, which can distract them from learning. Camera and video capabilities pose an additional issue because they can be used to intrude on others' privacy or to display or distribute illegal material. ***Our RAKAA school policy requires that phones be turned off and kept out of sight in class.***

Mobile devices are not permitted to be used in any class or study period unless used for specific class work or to support classroom activities with approval from the HOS.

We recognize that there may be legitimate educational reasons for using personal electronic devices in class, and we will continue to encourage appropriate use at the teacher's discretion and direction.

The school has a proper management structure of how users will use mobile devices technology including BYOD & BYOT e.g., staff, pupils, and visitors

Teachers and Students Expectation

1. Mobile and other personal devices, (including: IPODs, music devices, earphones, apple watch) must be out of sight and turned off during all lesson times, assemblies, and other school functions.
2. Students may access their phones/devices after school only.
3. According to the Acceptable Use Policy and Cyber Safety Agreement, students are not permitted to use social networking sites at school.
4. Students who bring mobile phones or other electronic devices to school must accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for mobile devices that are lost, damaged or stolen.

Consequences for Misuse

Important Note: The HOS has the right to confiscate any device, for any breach of the mobile devices policy.

- 1st Offence-Verbal Warning

The teacher will place the mobile device to the HOS office at the end of each day, where the student can pick it up. Undertaking Letter will need to be signed.

- 2nd Offence

Phone will be kept for 1 week and parents informed. Student and parents to sign an acknowledgement. MOE Discipline Policy will be applied-a deduction of marks from the Students Good Conduct Report

- 3rd Offence

Phone will be kept until end of term and marks deducted from the Students' Good Conduct Report

Parents/Caregivers Expectation

1. Please do not call or text your child during lessons. If urgent contact needs to be made, then contact the reception and they will pass the information on.
2. If your son or daughter calls you because he or she is ill, please direct him or her to report to the HOS. Parents may then phone our receptionist to let them know that your son/daughter has phoned you and make enquiries about whether he/she needs to be picked up from school.
3. If your son or daughter calls you during the day because he or she is having a problem at school, please direct him or her to speak with his or her HOS. A follow-up phone call from you to one of these people would also be very beneficial so that we can assist your child in resolving his/her problem.
4. Please do not give your child permission to leave school via his/her phone. The school has duty of care and must be able to always account for all students. For your child's safety,

please always communicate through the reception.

5. The school will not invest time to investigate any theft of any mobile phone or any electronic device.

6. Individual students are not exempt from the general rules regarding electronic device use at school. Parents who have concerns about this policy should contact the school and arrangements can be made to ensure that their child is contactable while at school.

7. The purpose of this mobile device policy is to ensure that all students can safely focus on their learning in every class.

Other Related Policy:

- [Acceptable Use Policy](#)
- [Child Safety Policy](#)
- [Online Safety Policy](#)
- [Student Behavior Policy](#)

Parents and Students are required to sign they have read and understood the Mobile devices policy

Acknowledgement-I have read and understood the Mobile Phone Policy

Student Name & Signature: _____

Grade: _____

Parents Name and Signature: _____

Head of Section Signature: _____

Date: _____