



Electronic Device Policy

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Policy Aims

1. The increased ownership of mobile devices requires that school administrators, teachers, students, and parents take steps to ensure that mobile devices are used appropriately. This policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety and security) can continue to be enjoyed by our students.
2. MNS has established this policy for mobile devices that provides teachers, students and parents with guidelines and instructions for the use of mobile devices during school hours.
3. This policy for mobile devices also applies to students attending school trips, over-night stays and after school activities.

Rationale

1. MNS accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling or commuting to and from school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can speak with their child quickly, at any time.
2. MNS realises, however, that student misuse of cell devices may undermine the learning environment, disrupt academic instruction and distract students, compromise the integrity of student testing, increase disciplinary problems, and violate privacy rights of students and school staff.
3. In light of the foregoing, MNS permits student possession of mobile devices as set forth below.

Responsibilities

1. It is the responsibility of students who bring mobile devices onto school premises to adhere to the guidelines outlined in this policy.
2. The decision to provide a mobile device to their children should be made by parents or guardians.
3. Parents should be aware if their child takes a mobile device onto school premises.
4. Mobile devices must be switched off whilst on school premises. Parents are reminded that in cases of emergency, the MNS Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
5. Students are not permitted to use their mobile devices at all during the school day, that includes break times. If a student needs to make a telephone call during the day, they must ask permission from the class teacher and a school telephone will be used if deemed appropriate.
6. Only the school wifi may be accessed by students using electronic devices whilst on the school premises for academic purposes.
7. Usage of a mobile device is permissible after 2:40pm only for the specific purpose of arranging transportation home.

Theft or damage

1. Students are required to mark their mobile device clearly with their name.
2. Mobile devices which are found in the school and whose owner cannot be located should be handed to the MNS Reception.
3. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices. The safety and security of the device entirely in the hands of the student.
4. The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
5. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised device calls cannot be made on their devices (e.g., by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.
6. The school shall retain the right to access any electronic devices on the school premises for investigatory purposes to ensure compliance with all school policies and procedures.
7. All students will be required to sign the agreement below at the start of each academic year.

Student Sanctions

Failure to adhere to the terms of this policy will result in the following progressive stages of confiscation.

1. The mobile device used during the school day shall be confiscated and returned at the end of the following day. The student must retrieve the mobile device from their Head of School / Vice Principal / Principal.
2. If the offence is repeated for a second time the mobile device shall be confiscated for a week.



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STUDENT MOBILE DEVICE AGREEMENT

STUDENTS NAME

CLASS

I, _____ YOUR NAME _____ have read and understood

the **ELECTRONIC DEVICE POLICY** at MNS Bahrain, and agree to adhere to this new policy.

Should I require my mobile device to be brought to school, I will hand my device in to the school counsellor from **7:00am to 2:40pm**.

Should I be found with a phone between 7:00am – 2:40pm, I understand that my phone will be **CONFISCATED** and kept at school until the last day of the academic year.

This agreement shall be valid and binding from the date of signature.

Signature: _____

Date: _____