



## El Gouna International School

### Mobile Digital Technology Policy

This policy covers the use of mobile technology such as mobile phones, MP3 players, PDAs etc. The development of mobile phones and other mobile digital technology into multi-function mobile devices which can be both useful and essential to young people requires a policy that both enables their appropriate use but also protects staff and pupils from inappropriate use, or use which hinders teaching and learning.

Mobile phones may be considered to be essential by parents when pupils are travelling to and from school. Mobile devices may be useful when recording a pupil's own work through images or audio files or in the use of electronic calendars to plan work. In terms of teaching and learning they may be useful for emailing work home, researching on the internet, listening to revision podcasts, electronic dictionaries etc.

The advent of the iPhone has significantly changed the mobile phone landscape. It does therefore seem unreasonable to have blanket ban upon their use but a set of guidelines which all pupils are expected to comply with and which all staff will enforce.

1. Mobile phones and other devices must be kept in silent mode from the time pupils arrive in school until the time they leave.
2. During the day mobile phones may not be used to receive or send text messages or phone calls. The members of the sixth form may use a mobile phone in their Common Room during break and lunch time.
3. The use of mobile phones and other mobile technology may be used within a learning situation with the permission of the member of staff who is in charge at that time.
4. The use of digital equipment to take photos of pupils, staff or of the school is not allowed except with the express permission of a member of staff. Even when such permission has been given the permission of the individual concerned must also be gained.
5. No image of a pupil, member of staff or of the school may be posted on public or private web sites, or transferred or given to another person.
6. Pupils may listen to MP3 players, or phones that act as MP3 players at lunch or break time when in a recreational part of the school. Pupils may not use these devices when inside school buildings or when walking around the school. Pupils should not have earphones or similar technology on show unless being used at an appropriate time and place.

Teachers may allow, at their absolute discretion, the use of MP3 players in a classroom for pupils in Y10 and above when engaged in private study or coursework. Their use is governed by an acceptable use policy.

7. The use of mobile technology to harass or bully another individual is a serious breach of the school's anti-bullying and behaviour management policies and will be dealt with in accordance with those policies.
8. Inappropriate use or use of mobile technology that contravenes this policy will result in the confiscation of the item. On first offence the item will be returned at the end of the school day. For a second offence (other than for a mobile phone) the item will not be returned until the school receives a request letter from a parent. Mobile phones will always be returned at 4pm but 2<sup>nd</sup> and further offences will result in contact with parents.
9. If parents need to urgently contact their child they should do so through school reception. If pupils need to make phone calls to parents then they should do so through school reception.

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