



Gulf Indian High School, Dubai



MOBILE PHONE POLICY

(Mobile Phone and Other Digital Devices Responsible use)
(2023-2024)

Approved & Adopted on	03.04.2023	To be reviewed	Annually
Reviewed by	Governing Body	Signed	

Gulf Indian High School recognizes that practices around the use of technology and other digital devices are changing, and students are allowed to bring Tab and Laptop into school for the Purposes of educational use.

- Students must bring any ONE device to school like a laptop or a tablet/I pad which does not have any kind of SIM or data package. All devices are brought to school at the student's own risk. The school accepts no responsibility for loss or damage.
- The students must label their device, safe keep it while in school at all times and not share their device password. Use only your account/password. It is a violation to give access to your password to any other user.
- School-related files are the only files to be saved in a student's personal folder
- Students should not store commercial software, music, and/or games or hidden files to their folders.
- Do not try to alter or bypass network security policy.
- Playing commercial/online games and visiting sites not related to education is not permitted.
- Students must not use any software, utility programs or any other means to access internet sites or any websites blocked by school's network filters.
- Students may not record, transmit or post photographic images or video of a person, or persons without their permission.
- Students must not engage in cyberbullying, harassment, or disrespectful conduct toward others - staff or students.
- **Smartphones are not permitted within the school premises** at all times. For emergency purpose Students can bring basic feature phones without internet facilities and are required to switch off their devices as they enter the school gates.
- Phones must be switched off (not just silenced) and in their bags at all times. Any phone which rings, vibrates or is seen throughout the day will be confiscated. This will be given to Phase Supervisor for collection at the end of the academic year.
- Students seen using their mobile phone during the school day without permission from a teacher will have the phone confiscated. This will be

returned to the student at the end of the academic year by the Phase Leader.

- Students who repeat the offence will have to face serious consequences.
- Parents must not contact students directly on their mobile phone between the time they enter the school gates. In the event of an emergency, parents must contact Reception who will then contact the student. If students need to pass an emergency message to parents, they will be allowed to do so from Reception.
- Any transmission deemed vulgar, obscene, derogatory or defamatory, sent via SMS, Instagram, Skype, WhatsApp, SnapChat, Facebook, Twitter or other electronic means, will result in confiscation and a loss of mobile phone privileges completely. Such behavior will also be dealt with via the GIHS Discipline and Behavior Policy and repeated offences may result in suspension, and, ultimately, expulsion.

Use of mobile phones by staff

Staff are not permitted to use their mobile devices inside classrooms. Staff keeping their phone with them during class hours must ensure their phone is switched off (not silent/ vibrate only).

In circumstances where immediate contact is needed, then staff should let family know to call Reception as personal phones will be switched off during lessons.

The Principal will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Parents: Use of mobile phones in our school

Please keep your mobile phone on silent/vibrate while on the school.

Do not take photos or recordings of pupils (including your own child), or staff.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are in the school.

Violations of this Policy

Any violation of this policy will be brought to the attention of senior members of staff where consequences of these actions will be reviewed.