

Policy: **Use of Electronic Devices**



**St Edward's
College**

Founded 1929

Table Of **Contents**

Who we are	2
Introduction and definition	3
Aims and Objectives	4
General Policy Guidelines	6
Policy details for different school sections	8

Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

About us

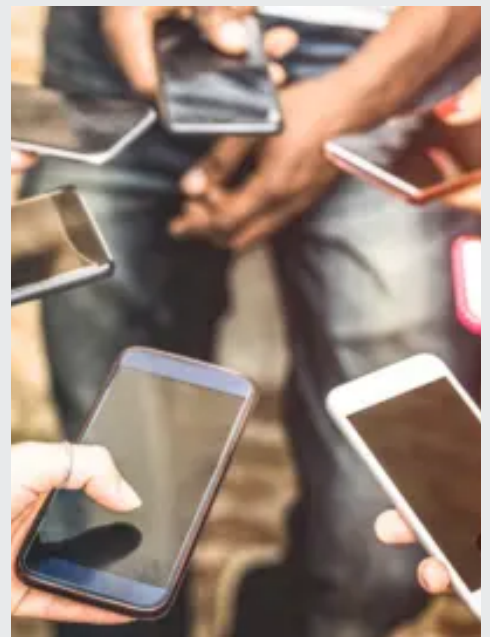
St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. We have a modern boarding section for students age 11 years up. Our educational experience has shaped us into the person we are today. Whether we learned from our own experiences, from our parents, grandparents, friends or teachers, we have gone through the 'learning experience'. Dedicated, caring and experienced professionals are the key to our success. The underlying approach to all lessons throughout St Edward's is simple. We do not want our students to solely learn, unless there is understanding of a concept/topic there is little point in learning and to understand one needs to think. Hence, TUL - Think, Understand, Learn.

At St Edward's we deliver our lessons with the most current, tried and proven international methodologies.

Introduction to the Policy

Implementing a policy for the use of electronic devices by students in a school is essential to ensure a conducive learning environment. Electronic devices, while valuable tools for education and communication, can become significant distractions if not properly managed. A clear policy establishes guidelines that balance the educational benefits of these devices with the need to minimize disruptions.

Firstly, such a policy helps maintain academic integrity by reducing opportunities for cheating during exams and assessments. It also protects students from exposure to inappropriate content and cyberbullying, fostering a safer digital environment.



Secondly, a mobile device policy promotes better social interaction and engagement in classrooms, encouraging students to focus on their studies and participate actively in discussions without the constant lure of their screens. Moreover, the policy sets clear expectations for both students and parents, ensuring everyone understands the acceptable use of electronic devices within the school premises. It allows teachers to integrate technology meaningfully into their lessons while preventing misuse.

Overall, a well-defined electronic device policy is vital to create a structured, respectful, and focused educational atmosphere, enabling students to benefit from technology while maintaining the integrity and effectiveness of the learning process.



Aims and objectives

At St Edward's College, we aim to create an environment that promotes focus, learning, and personal interaction. The general aims of this policy are:

1. Promote a Positive Learning Environment:
 - Minimize distractions caused by electronic devices during class to ensure students stay focused and engaged in their lessons.
2. Enhance Academic Integrity:
 - Prevent the use of electronic devices for cheating during tests and examinations, thereby maintaining the integrity of academic assessments.
3. Ensure Safe and Appropriate Use of Technology:
 - Protect students from exposure to inappropriate content, cyberbullying, and online harassment by regulating device usage within the school.
4. Foster Social Interaction and Communication:
 - Encourage face-to-face communication and social interactions among students by limiting device usage during school hours.
5. Support Teacher-Led Technology Integration:
 - Allow for the controlled use of electronic devices as educational tools under teacher supervision, enhancing learning through technology when appropriate.

6. Set Clear Expectations and Boundaries:

- Establish clear rules and consequences regarding electronic device usage, ensuring students, parents, and staff understand and adhere to the policy.

7. Maintain School Security and Privacy:

- Prevent unauthorized recording or sharing of images, videos, or audio within the school premises, protecting the privacy and security of students and staff.

These aims collectively support the school's mission to provide a safe, respectful, and focused learning environment.





General Policy Guidelines

Use of Electronic Devices:

- The use of an electronic device will vary depending on what section your child is in. Please refer to the usage guidelines for the different sections.
- Devices may only be used during designated times.
- Electronic devices are allowed in classrooms solely for educational purposes, under the teacher's supervision.
- Emergency contact between students and parents should go through the school office rather than personal mobile devices.

Misuse of Electronic Devices:

- Using devices to cheat during exams or assignments is strictly prohibited.
- Recording, photographing, or filming anyone without their consent is not allowed.
- Accessing inappropriate content or engaging in cyberbullying through mobile devices is forbidden.
- Devices should not be used to disrupt lessons, including playing games or using social media during class time.

Consequences of Misuse:

- First offense: The device will be confiscated and returned at the end of the school day; a warning will be issued.
- Misuse, such as cheating or bullying, will result in immediate disciplinary action, which may include suspension or further consequences as determined by the school administration.

Exception

- Nothing in this policy prohibits a student from using electronic devices for a purpose documented in the student's individualized education program (IEP).
- A student may use an electronic or digital device to monitor or address a health concern. Appropriate clearance should be requested at the beginning of each scholastic year.
- Students may use devices for educational/classwork purposes as directed by educators. Educators are required to inform the Section head of such use before class.

This policy aims to balance the benefits of mobile technology with the need to maintain a productive and respectful learning environment.

Early Years and Junior School Policy Details

Electronic Devices in Early Years and Junior School

Students at these levels are not required to have electronic devices. They may be permitted the use of such devices on special occasions. These occasions will be specifically communicated by the College (HoS or Educators). The use of such devices will be directed by the educators present and any misuse will result in confiscation of the device. If the device is confiscated, it will be returned to the parent/guardian at the end of the day with a full brief as to what led to the confiscation. The student will also not be allowed to bring any electronic device on any other permitted occasion in that scholastic year.

When devices are permitted, the college is not responsible for loss or damage.

The only exceptions to this policy are

- students whose IEP requires the use of mobile devices or those students who need such devices for medical reasons. In both cases, documented clearance is required in the students' personal files.
- educational laptops (yr 4-6)

Middle School

Policy Details

Submission of Electronic Devices:

Middle School students must hand in their mobile devices to the Head of Section at the start of the school day (8:30 a.m.) and may collect them at the end of the day (3:00 p.m.). Exceptions are made only for medical reasons or when a specific teacher requests their use during lessons.

Device Management:

- Electronic devices that have the required clearance must be switched off or set to silent mode while in school.
- Students bring electronic devices or other telecommunication devices at their own risk and discretion.
- The Head of Section acts solely as a caretaker for electronic devices during the day and is not responsible for any loss, theft, or damage.

Electronic Devices During Activities (ALL YEAR GROUPS)

Electronic device use during outings, live-ins, trips abroad, or other extracurricular activities is permitted at the discretion of the supervising teacher or organizer of the activity.

Responsible Use of Technology

1. School-Provided Technology:

Students must use school-provided technology and internet resources responsibly and exclusively for educational purposes.

2. Privacy and Online Safety:

- Students must respect the privacy and safety of others when using digital devices and online platforms.
- Sharing photos, videos, or personal information of others without their explicit consent is strictly prohibited.
- Any form of cyberbullying or inappropriate use of technology will result in disciplinary action.

3. Adherence to Policies:

Students are required to follow all school policies regarding acceptable use of technology and social media, ensuring that their actions uphold the school's values and guidelines.



Senior School

Policy Details

General Rule

The use of electronic devices is not permitted for use in Senior School during school hours unless required for specific reasons and with appropriate clearance.

Bringing Phones to School

Recognizing that some students may need their devices on their way to school or after school, they are allowed to bring their devices as long as the devices are out of sight and not used from the moment the students enter college till departure at 3:00 PM, including break times. Devices may be used at the discretion of educators.

Storage of Phones

Students may keep their devices in their bags or lockers during the school day. They will not be collected during registration.

Liability

The school is not responsible for any damage to, or loss of, mobile devices brought onto school premises.

Switching Off

Some teachers may allow the use of electronic devices during lessons for specific educational purposes at their discretion. Unless being used during a lesson with the teacher's permission, all electronic devices must be switched off.