Mobile devices policy

Mobile device refers to **any portable device** including mobile phone, smartphone, smart watch, game, electronic game, console, digital notebook, (paper) tablet, MP3, MP4, computer, e-readers, walkie-talkie, air tags and headphones.

As the school is a place to live in community, where true social interaction must be privileged, using smartphones and other personal mobile devices at school, without pedagogical purpose must be reduced to a minimum. It means that at school pupils must avoid social media, video games and screen time not related to schoolwork.

Nursery and Primary School

Pupils should not have a phone in school and mobile devices are not allowed to be used by nursery and primary pupils. If parents wish their child to carry a mobile phone for use before or after school, then this device must be switched off and kept in the pupil's school bag during school time. For mobile phone use on the bus or after school activities, please consult the APEEE responsible. Mobile phones or devices which are used by a child in school will be confiscated and returned in person to parents by appointment with the school management.

Secondary School

Parents are advised to inform their children in S1 to S5 included that smartphone/mobile device are not allowed in the school premises.

In the areas where the use of mobile devices is forbidden, they need to be switched off or put on flight mode and stored in the school bag or locker. No visible carrying of the devices!

The school does not take any responsibility for mobile devices pupils bring to school. If students loose or break their phones: it is not the responsibility of the school.

Please consult our NETiquette, all students are expected to act accordingly.

Use in restricted areas is forbidden for all students. **The principles for the use of mobile devices for Secondary are the following**.

For students in S1 to S5: the use of mobile devices is prohibited everywhere, including the playgrounds, study rooms, outdoor areas (playgrounds, sports fields, tunnel), Chapiteau, Salle Polyvalente, cafeteria, canteen, restroom, changing rooms, PEA areas, corridors and library.

For students in S6 and S7, mobile devices may only be used in the preau, the level's study rooms and playground.

In the classrooms and study rooms, teachers may collect phones/smartwatches (put on flight mode' at the beginning of the lesson to avoid possible issues.

For S1 to S5, teachers may book tablets or ICT rooms. For groups involved with BYOD: laptops or tablets (no phones). From S4 to S7, students may exceptionally use their mobile devices with the teacher's permission and exclusively for pedagogical reasons.

	S1-S5 students	S6-S7 Students
Mobile devices : all areas at school premises		
Exceptions:		Own S6/S7 préau Own S6/S7 study room Own S6/S7 playground
BYOD (no phones!)	Year groups involved in BYOD: In classroom or library, with permission of the teacher for schoolwork	

It is strictly prohibited at all times to film, take, distribute or share pictures on school premises!
(exception: school project with written permission from staff member)

How can parents support?

- It is the parent's decision to provide their children with a smartphone. The device should come with clear rules, vigilance and supervision, especially when it comes to social media use. Once the parent/legal representatives have taken the decision to purchase a mobile device for their child it is imperative that measures of monitoring are put in place.
- Parents are aware of the school regulations and support the school in their approach.
- In September, parents, parents should check/print the timetable every evening so student can rely on the last version.
- Parents are invited to attend related APEEE info sessions.
- Parents are encouraged to read the selection of resources provided by the school on our website in **order to limit and supervise screen time.**
- Parents should not call/text their children during school time. In case of emergency the advisors should be contacted to facilitate the contact. Do not use your child Teams account to contact a teacher or staff member. Teams is strictly personal. If you need to reach a teacher, you can find the list of names with email addresses on SMS - left columns "course info". If you need to contact a staff member you can find a list on the school website.
- Pupils cannot be given air tags/trackers to take with them on school outings or school trip or at any time during school. Outings and trips are organized by our staff on a basis of trust in their professional competences and responsibility.
- In case a device has to be used due to medical condition or SEN reason adviser, class teacher, infirmary, SEN department should be informed in advance. No misuse of the device will be allowed.

How can staff support?

- If a student does not respect the mobile device policy? Student must show you their student card: you either bring the card to the adviser or use the Extranet form to report the incident. The follow up will be done by the adviser. We do not confiscate phones in the secondary cycle.
- In case of a foreseen absence: inform the study room coordinator and/or the replacement teacher of the task to be done. Communication of tasks sent by Teams, if applicable, shall be sent the previous day before 6:00pm.
- Teachers may collect mobile devices (turned off or put on flight mode by the student) in a box, available in their class room.
- Never allow an unrestricted use of the phone during a replacement.
- If a primary teacher would like to use a device with their class there are laptop trollies and ICT rooms that can be reserved.
- If a Secondary teacher would like to use a device there are laptops rooms available, you can book rooms 528, 530, 532 or 534. You can also request the use of tablets from the ICT department

- For S4-S7; Announce every pedagogical use of the phone during your class in advance to the students.
- In secondary: ICT teachers are requested to communicate the Netiquette. ICT classes are also a great opportunity to remind that mobile devices can be useful tools for everyone but they cannot alienate us instead of serving us.

  In addition; workshops are organized by a media coach for S1, S2 and S3.

FAQs for students

- I need to speak urgently to a parent, verify an info/message or place an important phone call: **ask your educational advisers for support;**
- I feel ill: **go to the infirmary** – they will call your parents if needed;
- I have to check my timetable: **for S1-S3 the consultation of SMS is allowed in September only next to your locker. For all students: once the timetable is final you have to copy it in your school planner;**
- I need to do research for homework during a free period: **go to the library, the multimedia room 442 is now reserved for student work. You can also ask your adviser (S1-S5) to borrow a laptop and use it in the study room (you will have to give your student card)**
- I really want to chat with my friends: **do it in person during a break or catch up online after school hours/leaving the school;**
- I want to check the time: **check the time on the info screens or the clocks in the corridors and classes. You can also have a watch (no smart watch);**
- My phone was in my bag, but I received a call**: the phone should always be switched off;**
- My parents need to call me: **Parents are requested not to contact their children during school hours. They can contact the adviser in case of emergency;**
- My teacher asked me to bring the phone for a class: **it is fine for S4-S7 for pedagogical use only;**
- Can I take my phone on a school trip? **Nursery and primary students cannot have mobile devices on school premises or outings – explicitly informed to all guardians during the preparatory meetings for all trips. For the mandatory school trip in S2 (3 days): the phone stays at home. For subject or day trips for S1-S3: the use of the phone is not allowed; the phone stays in the locker or bag. For S4-S7: to be decided by the organizing teacher;**
- I want to check the teacher's absences: **you have to check the info screens on the different floors and extranet students in the evening before or in the morning before going to school.**
- Why can staff use their phones at school? **Staff members need to do their job. They need to be reachable and able to communicate, this is a function of their role.**

In case of non-respect of this policy, the following measures will be taken:

Personal device issues	Consequences *Staff member confiscates student card and asks student to identify*
Use of phone where not allowed	1x= Message to parents to inform + request to keep phone at home/Pupil copies mobile device policy 2x= Message to parents to inform + request to keep phone at home/Pupil must come earlier to school or stay longer at school 3 & 4 & 5x= Message to parents to inform + request to keep phone at home + pupil receives official school detention (or blocking of the student card)
Repetitive use of phone (6 or more) where not allowed -	Depending on amount of breaches: - Internal or external exclusion (half of full day)
S6-S7 students (6 times or more)	Mobile device policy S1-S5 applied (no use of phone at school anymore)
Repetitive use of phone (10 times or more) where not allowed	Disciplinary council
Refusing to give student ID/name Refusing to put the device away when asked	• Detention / Blocked student card
Taking pictures/selfies on school premises Recording/Filming on school premises *with* the consent of the people involved	1x= Message to parents to inform + request to keep phone at home/Pupil copies mobile devices policy 2x= Message to parents to inform + request to keep phone at home/Pupil must come earlier to school or stay longer at school 3 & 4x= Message to parents to inform + request to keep phone at home + pupil receives official school detention
Recording/Filming on school premises *without* the consent of the people involved – Hate speech/Cyberbullying	Depending on the situation: • External exclusion • Official warning letter Discipline Council

Be wise & think twice before using your electronic device!

