

USAGE OF MOBILE PHONES POLICY

Policy Name	Policy on Usage of Mobile Phones	Policy No.	WPSH_PLC_093
Effective Date	April 2025	Date of Last Review	10th March 2026
Date of Next Review	March 2027	Person in-charge	Ms. Shiny Davison

1. Purpose

The purpose of this policy is to:

- Ensure that mobile phones and other personal electronic communication devices do not disrupt the teaching and learning environment.
- Protect student and staff privacy, and promote safe, respectful, and responsible behaviours when it comes to mobile devices. □ Align the school's practice with national regulations and educational directives in the UAE.
- Clarify rights and responsibilities of students, parents/guardians and the school in respect of mobile phone usage.

2. Scope

This policy applies to:

- All students enrolled in the school during school hours, and whenever on school premises (including before / after regular class hours, during breaks, in transit on school bus if governed by school rules).
- All mobile phones and similar devices (smartwatches with communication capability, tablets with telephony, etc) brought onto school grounds by students.
- All school-related activities including day trips, excursions, extra-curricular activities, unless otherwise specified by a separate policy.

3. Policy Statement

- Students **are not permitted** to bring mobile phones (and/or smart devices capable of communication) into school during normal school hours or to use them on school premises unless explicitly permitted by the school under exceptional circumstances (see section 5).
- If a mobile phone or similar device is brought to school, it must remain **switched off** (not just on silent) and stored in the student's locker/bag or handed to the homeroom/class teacher at the start of the day.
- Any use of mobile phones during lessons, breaks, movement between classes, or school-facilities that is not authorised is a breach of this policy.
- The school accepts **no responsibility** for loss, theft or damage of any mobile device brought to school in breach of this policy.
- Failure to comply may result in confiscation, disciplinary action, and parent/guardian involvement.

4. Exceptional Circumstances & Educational Use

While the default is ban/no-use, the school may permit mobile devices in the following circumstances (subject to approval):

- A student has a **medical need** or condition requiring the mobile device (for example, contact with parent, emergency). In such cases, the device must be switched off/silent and stored in a designated safe place when not in use.
- School trips/transport: If required for safe communication (for example, for bus coordination) the school may allow the device under strict supervision and within defined time windows (e.g., only at pick-up or drop-off, not during lessons).

5. Procedures for Breach / Confiscation

If a student is found with a mobile phone in violation of this policy:

1. **First offence:** Device is held in the HOS Office and is only returned after the parent has signed the confiscation form.
2. **Repeat offence:** Device is held for one month and is only returned after the parent has signed the confiscation form.
3. If the device is used for more serious misuse (filming/photographing staff or students without consent, cyberbullying, cheating in exams) the incident may be referred to the school's child protection team or be escalated to legal/disciplinary authorities as per existing school policy.

6. Roles and Responsibilities

Students

- Must abide by this mobile phone policy at all times on school premises and during school-related activities.
- Should switch off their mobile devices and store them appropriately at the start of the day.
- Must not attempt to hide a phone or use it covertly, or share it with another student for use.
- Should report any misuse of mobile phones (cyberbullying, unauthorized photography/recording) to a teacher or trusted staff member.

Parents / Guardians

- Should support the school's mobile phone policy, ensuring their child does not bring devices in breach of the policy.
- Should provide the school with contact details so that the school can communicate with parents directly if needed (rather than relying on the student's phone during school hours). □ Should cooperate when their child's phone is confiscated (sign forms, attend meeting if needed).
- Should discuss with children responsible use of technology, mobile phones, and help them understand the consequences of misuse.

School / Staff

- Ensure that the policy is clearly communicated to all students, parents and staff (e.g., via student handbook, induction, website).
- Train staff on how to enforce the policy fairly, respectfully and consistently.
- Conduct periodic checks/inspections of mobile devices in bags/personal belongings — in line with privacy-respecting procedures.
- Enforce confiscation, record incidents, notify parents in a timely manner, and follow up disciplinary processes as required.
- Provide safe storage for confiscated phones/devices.
- Ensure that emergencies and student-wellbeing needs are addressed even in the absence of student mobile phones (e.g., school phone, messaging to parents).
- Review the policy regularly, consider feedback from stakeholders (students, parents, staff) and update as national regulations evolve.

7. Communication & Awareness

- At the start of each academic year, the school will issue the policy to students and parents, obtain signed acknowledgement of receipt/agreement.
- The policy will be posted on the school website and included in student/parent handbooks.
- The school will hold an awareness session (or incorporate into parent-teacher meetings) about the rationale: impact of mobile device distraction, privacy risks, exam integrity, cyberbullying, digital wellbeing.
- Staff will receive training on how to enforce the policy and manage confiscated devices sensitively.

8. Review & Exceptions

- This policy will be reviewed annually or when national regulation changes and/or school circumstances require a change (e.g., new curriculum, technology shift).
- Any exception to this policy (for example, special educational needs, medical device, unique educational activity) must be approved in writing by the principal (or designated senior leadership) in advance and will be documented.
- Disciplinary consequences for failing to adhere to this policy may be amended by school leadership, but must always align with national and local regulatory requirements.

9. Links & References

- “Ministry of Education (UAE) bans mobile phones in schools, announces new inspection rules” – Gulf News, 27 Aug 2025. [Link] [Gulf News](#) □ “No phones, smartwatches: Abu Dhabi schools clamp down on mobile use” – Gulf News, May 2025. [Link] [Gulf News](#)
- “Why UAE has banned mobile phones in schools and what it means for students” – Moneycontrol, Aug 2025. [Link] [Moneycontrol](#)

S. Davis

Principal

