



**Myanmar International School**  
Today's learners, tomorrow's leaders

# **STUDENT MOBILE DEVICE POLICY**

## **Guiding Statements**

To encourage the holistic development of our students in character, leadership, service and personal skills based on MIS values.

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

To provide a safe, welcoming and affirming environment reflecting the school's child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

## **Preamble**

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile devices. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile devices by students and involves parents as partners in assisting their children in the proper use of mobile devices at MIS. It is underpinned by an overall requirement for students to exercise care and use their mobile devices in a considerate manner, and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to bring a mobile device to School will be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the School's requirements.

The School has established this policy so that teachers, students and parents/caregivers are familiar with the guidelines and instructions for the appropriate use of mobile devices during school-related activities.

The School acknowledges that a mobile device gives parents an opportunity and reassurance that they can contact their child, and their child can contact them, if they need to communicate with each other urgently.

Parents are reminded that in cases of emergency, that the front office can be contacted to ensure your child is reached quickly and assisted in an appropriate way.

## **Definitions**

For the purpose of this policy, a mobile device is defined as a pocket-sized computing device, typically having a display screen with 'touch' input and/or a miniature keyboard e.g. mobile phone, iPod's, iPad's etc.

In this policy, the term 'mobile device' shall also extend to all other devices which may be used to perform the same functions as a mobile phone or smartphone, and specifically, but not limited to:

- Voice calls and messaging
- Text messaging
- Media messaging
- Instant messaging
- Internet access
- Social media access (including but not limited to Facebook, MySpace, Instagram, Viber, Pinterest)
- Chat rooms
- Photography
- Video recording
- Audio recording

Examples of other devices are:

- Tablets (e.g. iPad, Samsung Galaxy Pad)
- e-Readers (e.g. Kindle, Kobo)
- Personal digital assistants (PDA) (e.g. iTouch, Samsung Note)
- Digital cameras
- Mobile watches (e.g. Samsung Galaxy Gear, Apple Watch)
- Devices that are used in conjunction with another mobile device, connected either through WiFi,

Bluetooth, USB or any similar method of connecting devices.

### **General Requirements**

1. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.
2. Students bring mobile phones to School at their own risk. The School accepts no responsibility for damage, theft or loss of mobile devices, either at School, while on school activities elsewhere, or to or from school.
3. If a phone goes missing, the student should report it to a teacher as soon as possible. While some assistance will be given to investigate, recovery is not always possible.
4. Students who are involved in the theft or illegal purchase of devices may be suspended and the police contacted.
5. Students are not permitted to have mobile devices or another device in examinations or formal assessments, which in the view of the School or the examination supervisor may provide the student with an opportunity to 'cheat', or may distract the student. Students need to give complete focus on their work during these times of formal assessment.
6. Students are not permitted to bring a device to School that infects the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information.
7. Students may not process or access information on School property related to "hacking", altering or bypassing network security policies.
8. The School is authorised to collect and examine any device that is suspected of causing technological problems or was the source of an attack or virus infection.
9. Students and parents should be aware that devices are subject to search by the School Leadership Team if the device is suspected of violation of the student code of conduct as it pertains to this policy. If the device is locked or password protected the student will be required to unlock the device at the request of the Senior Leadership.

## **School Use**

The school stipulates the following rules around the use of mobile phones during the school day.

- Phones may be used in the classroom if approved by the teacher.
- Teachers may request classes to leave their phones in a box, school bag or similar at the start of each lesson.
- Teachers have the right to confiscate a mobile phone from a student up to the end of the school day.
- Phones are not to be used in the School Hall on Assembly days or other activities in the School Hall.

## **Acceptable Uses**

1. While on School premises, mobile devices may be used for sending or receiving text messages, sending emails and browsing the web before and after school, during recess and lunch.
2. During classroom lessons, where a mobile device is not required for learning, it should be on silent mode, be put away and not accessed. Exceptions may be permitted only in exceptional circumstances if the parent/guardian specifically requests it and the request is approved by the SLT.
3. Students must cease activities on their phone if being addressed by a member of staff. With respect to mobile phones, students should be discreet with their phone number, only disclosing it to friends. Their phone number should be regarded as personal information thereby protecting themselves from unpleasant, threatening, or abusive texts and/or images. Students should also apply a password or PIN to their device to provide security.

## **Unacceptable Uses**

1. Mobile devices must not be used in any manner or place that is disruptive to the normal routine of school activities e.g. assemblies, lessons, during sport etc. This includes not disrupting others when permission to use the device has been granted.
2. Should there be disruptions to lessons caused by a mobile device, the student will face disciplinary action as applied by the teacher. Repeated disruptions caused using a mobile device will be referred to the Homeroom teacher.
3. Any student using a mobile device in exams or assessments will face disciplinary action as applied by the Head of Department or SLT. A Breach of Rules may be submitted to the examination authority for official assessment tasks.
4. The use of earphones with a mobile device during the school day is not appropriate. However, a supervising teacher may permit it for their lesson if they believe it assists students to work more productively.
5. A mobile device may only be used as a calculator if approved by the teacher.
6. Bullying and/or threatening members of the MIS community through mobile devices is unacceptable and will not be tolerated. In addition to that:
  1. It is forbidden for students to use a mobile device to take videos and pictures to denigrate and humiliate another member of the MIS community. This also includes using a mobile device to photograph or film any student, or any other person (staff member, contractor, volunteer etc.) without their consent.
  2. Mobile devices are not to be used by students in any situation that may cause embarrassment or discomfort to their fellow students, staff, and visitors to the School or members of the public.
  3. Any student who uses vulgar, derogatory, or obscene language while using a mobile device at school will face disciplinary action as applied by the Homeroom teacher.

7. Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the School.
8. Students are strictly prohibited from playing video games on school premises during school hours, including breaktimes and lunchtime.
9. Video game devices, including but not limited to smartphones, tablets, laptops and handheld gaming consoles, should not be used for gaming activities within the School premises.

### **Privacy Issues**

Mobile phones must not be used to invade the privacy of others. Students must not photograph, video or record the images or voices of students, staff or any person at any time without their specific consent.

Deliberate and/or repeated publishing, use or disclosure of this material in any format (e.g. print, podcast, social media, telecast or broadcast) may lead to serious disciplinary action. Accidental or unintended recording, use, disclosure or publishing of personal information shall be rectified by the creator and/or publisher immediately and make appropriate apologies and reparations to those that have had their privacy breached, as facilitated by the School.

### **Consequences**

- Students who violate the rules set out in this document may have their mobile device confiscated and parents will be notified.
- Repeated infringements will result in the withdrawal of the privilege of use as outlined in this policy.
- With respect to more serious breaches, disciplinary action will be determined by the SLT, including suspension, expulsion or, in the case of suspected criminal behaviour, referral to the police for investigation.

### **How can parents support their children**

Parents can help their children use their mobile devices responsibly by:

1. Talking to children about the importance of using their mobile devices safely and respectfully.
2. Setting rules and expectations for children's mobile device use.
3. Monitoring children's mobile device use.
4. Teaching children about cyberbullying and online abuse and how to report it if it does happen.
5. Being a good role model for children's mobile device use.
6. Enforcing age restrictions on social media platforms.
7. Talking to children about being mindful of what is being shared online, emphasising the importance of not sharing personal information online, such as their full name, phone number and address.
8. Remind them to be kind and considerate.
9. Helping children to understand the consequences of violating the School's mobile device policy.

**By working together, parents and the School can help ensure that students use their mobile devices safely and responsibly.**

Prepared by	Approved by	Review and Revised by	Next review
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