

Proposed Guidelines on the use of Smart Mobile Devices

1. Guiding Principles:

- 1.1 **Educational Focus:** The primary purpose of school is learning. Smart Mobile Device (“Device”) use should enhance, not distract from the educational experience.
- 1.2 **Respect and Privacy:** Devices should not be used to violate the privacy of students, educators or staff. Unauthorised photography, videography and audio recording are strictly prohibited and may constitute a violation of the Information and Communication Technologies Act, Cybersecurity and Cybercrime Act and the Children’s Act.
- 1.3 **Responsible Use:** Device users within school premises are responsible for using technology in a respectful and ethical manner.
- 1.4 **Security and Safety:** Devices should not be used in ways that compromise the security and safety of the school community.

2. Student Use:

- 2.1 **General Rule:** Devices may be either switched off and kept out of sight or in a class/school locker designated to that effect during class time, unless specifically permitted by the teacher for educational and medical purposes or any other reason deemed necessary.
- 2.2 **Educational Use:** Educators may integrate the use of Devices into lessons for specific activities with prior notification and clear guidelines.
- 2.3 **Prohibited Uses:**
 - Making or receiving personal calls or texts during class time without permission.
 - Taking photos or videos of students, educators, or staff without their explicit consent.
 - Recording audio without the express consent of all parties involved.
 - Accessing or sharing inappropriate content (e.g., violent, pornographic, or discriminatory material).

- Using Devices to bully, harass, or intimidate others (cyberbullying).
- Using Devices to cheat or plagiarize.
- Playing games during instructional time.

2.4 **Consequences:** Violation of these guidelines may result in disciplinary action, including confiscation of the Device, detention, suspension, or other appropriate measures. Parents will be notified of any violations.

3. **Teacher Use:**

3.1 **Professional Use:** Educators may use the Device for professional purposes, such as lesson planning, communication with parents (through official school channels, not personal WhatsApp), and accessing educational resources.

3.2 **Classroom Use:** Educators should model responsible use of the Device in the classroom. Personal use during instructional time will not be entertained.

3.3 **Prohibited Uses:** Using the Device for personal calls, texts, or social media during instructional time if it disrupts the learning environment. Sharing student information via unsecured platforms like personal WhatsApp groups. Communicating with students outside of established school communication channels and at inappropriate hours.

4. **Parent/Guardian Responsibilities:**

4.1 Parents/Guardians are responsible to ensuring their children understand and adhere to these guidelines.

4.2 Parents/Guardians acknowledge that they may be held liable for their children's misuse of the Device on school premises, particularly in cases involving violations of the Information and Communication Technologies Act, Cybersecurity and Cybercrime Act and the Children's Act.

4.3 Parents/Guardians are encouraged to discuss the responsible use of the Device with their children.