



Policy for smartphones & other electronic devices

As the school is a place to live in a community, where real social interaction must be privileged, using smartphones and other personal electronic devices at school, without pedagogical purpose must be reduced to a minimum. It means that **during studio time or breaktime pupils should avoid social media, video games and limit screen time. Only a reasonable use of the phone is tolerated.** We kindly ask parents not to contact their children during classes. Timetables are visible in SMS.

In the areas where the use of electronic devices is forbidden, they need to be switched off or on silent mode in the school bag or locker. **The school doesn't take any responsibility for smartphones or other electronic devices pupils bring to school (exc. BYOD project).**

The basic principles for the use of smartphones /electronic devices are the following:

Where can I use my phone?	Rules to follow?
Inside and outside school buildings phones can only be used under teacher supervision.	Phones can only be used with a teacher's permission or under teacher supervision.

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

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

Personal device issues	Consequences**
1. Use of phone where not allowed	<p><i>Confiscated phones will be collected in the office of the level's Pedagogical adviser</i></p> <p>1x= Phone confiscated 1 school day 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated for several school days + possibility to contact parents for them to collect the phone (talk with parents) Pupils leave their phones with their advisers at 8.30am and pick them up at the end of the day.</p>
2. Repetitive use of phone where not allowed	Official school detention + phone confiscated (duration – to be decided)
3. Taking pictures/selfies on school premises -Recording/Filming on school premises <i>with</i> the knowledge of people involved	1x= Phone confiscated 1 school day + pupil copies smartphone policy 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated 1 school day + parents contacted to pick up the phone (talk with parents)
4. Recording/Filming on school premises <i>without</i> the knowledge of people involved. – Hate speech. -Cyberbullying. -Not adhering to the ES ICT charter.	Depending on the situation: <ul style="list-style-type: none"> <input type="checkbox"/> Internal exclusion (with reflective tasks) <input type="checkbox"/> Official warning letter <input type="checkbox"/> Discipline Council
5. Misuse of school property using pictures/recording material on social media	2 detentions with reflective tasks
6. Cyberbullying on social media (no school-related platforms)	The victim's parents are advised to file a complaint at the police station + guidance track at school. Advised to speak with the school psychologist-

** If the student and the Pedagogical adviser missed each other at the moment the phone was supposed to be picked up, the Educational adviser will bring the phone to the secondary school management or school secretary. The pupil can collect the phone at the secondary school secretary's office.

***If a student fails to bring their mobile phone to their pedagogical advisor, rule 1 will be applied.

Be wise & think twice before using your electronic device!