



ELECTRONIC DEVICE POLICY

Reviewed: April 2022

Abstract

In this Policy, we aim to outline the acceptable use of electronic devices by a student at school or on the school's network to enhance and support teaching and learning. At OAK, we believe in maintaining a safe and secure education environment and fostering digital citizenship.

Reviewed by:

Rumina Gaulani
Admissions and Administration

Electronic Device Policy

Primary Electronic Device Policy

The Device Policy is about guidelines on technological devices for educational use in school. Devices are to be used strictly for educational purposes, under the supervision of a staff member.

As the Primary Department has an equipped ICT Lab and a classroom set of tablets, students should not need to bring any device from home to school.

In some cases, the Primary 6, as a candidate class working on the Cambridge Exhibition, teachers and students may find it necessary to bring working devices (laptop and tablets, **not mobile phones**) from home. However, if this is the case, **teachers will specifically communicate** this need to parents. Students should not bring any device without this teacher notice. Any such device, if found, will be confiscated and returned only after a meeting with the parent(s).

Communication

Parents/Guardians of Primary students should not hold the expectation of being able to communicate with their child directly during school hours. In case of anything, parents/guardians should contact/call the HoD or school office about anything concerning the child.

Expectations and Responsibilities

Students are to maintain the highest ethical standards when using devices; specifically avoiding plagiarism, copyright, cheating, and offensive or inappropriate content. Students are prohibited from pornography use when accessing/using the school resources. Possession of pornography in school will lead to suspension.

The student is responsible for any damage, physical or electronic, to school-owned hardware or software because of abuse or negligence.

No software –including plug-ins- will be downloaded or installed by a student unless the student is given specific instructions from the teacher. External hardware and software will not be allowed without permission from the teacher.

Electronic communication by students, via email or online chats programmes, is strictly prohibited during school hours unless permitted by the teacher.

School devices are not to be used to access social media pages/apps such as Facebook, WhatsApp, Twitter, TikTok, and others.

Students who are found in violation of any of the above are subject to disciplinary action which may include suspension, expulsion, and/or termination of device privileges. This will be under the purview/discretion of the HOD.

Information Privacy and Storage

OAK has the right to review all files stored on school computers and/or school Google Accounts.

Students will understand that the information saved on the devices is temporary. Backing up files on their personal school Google Account or flash drive often will help store the data.

Prohibitions

Mobile phones and other electronic items are not allowed in school. If a student has an electronic item, the teacher will confiscate it and the student will "clip down" per our Behaviour and Motivation Policy. The device is then to be turned into the Primary HOD. A parent/guardian will be required to pick the device from the HOD within school hours.

are subject to disciplinary action which may include suspension, expulsion, and/or termination of device privileges. This will be under the purview/discretion of the HOD.

Students who are found to have multiple infractions of the above are subject to disciplinary action which may include suspension, expulsion, and/or termination of device privileges. This will be under the purview/discretion of the HOD.

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Admission and Administration

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Secondary Electronic Device Policy

In the Secondary Department, we understand the importance of fostering digital citizenship that enhances and supports teaching and learning. Our Electronic Device Policy aims to create a safe and secure school environment, while outlining the expectations, regulations and consequences in case of non-compliance.

Students in Primary 4 and above will be able to bring laptops for educational and academic purposes only. Students in lower years – Primary 1 to 3 can bring their laptops only when the teacher instructs them to do so. Mobile phones are not allowed for any year band, and will be confiscated, if found.

Students are only allowed to use electronic devices as instructional aides with the teacher's permission, supervision and must follow classroom BYOD procedures and expectations. Unauthorized use of electronic devices disrupts the instructional program and distracts from the learning environment.

Expectations and Responsibilities

For Primary 1 to 3, students are allowed to use a laptop **only** when the teacher announces the need to bring the device for the lesson.

Personally-owned electronic devices used in school are not permitted to connect to the Internet through a 3G, 4G, or any other content service provider.

Electronic devices shall not be used in any way that violates policy or that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors; or violates local or federal law.

Electronic devices may not be used during the administration of summative assessments unless specifically allowed by the teacher.

All laptops must have antivirus software installed with updates activated, if applicable.

Streaming of any audio or video must be reserved for classroom activities only. Cloud-based music and videos personally owned by a student are not allowed during the school-day/ any school event and or trips organized by the school.

School devices are not to be used to access social media pages/apps such as Facebook, WhatsApp, Twitter, TikTok, and other streaming platforms.

As per the e-Safety Policy alongside, any public/social media post by any student during and after the school hours which may be interpreted as threatening, humiliating, disrespectful, harassment, or intimidating towards any school-related individuals, including students, employees, and visitors; or violating local or federal law may lead to disciplinary actions, including expulsion from the school.

Electronic devices may be used for specific instructional activities at the discretion of the administration.

Personally-owned electronic devices have to access the Internet via the school's content filtered wireless network.

Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content, messages that can be interpreted as racist and bullying, on school grounds, school events or school vans shall be prohibited and may result in disciplinary action and/or confiscation of the personal device.

A student must not transmit school materials for unethical purposes such as cheating.

Do not use personal network and VPN to bypass the school's content filtered wireless network and protocols.

Do not engage in any activity which may be in violation of an OAK policy and/or procedural directive.

Do not damage, or attempt to damage the network, equipment, materials or data physically or electronically.

Do not use any electronic device which disrupts lessons or during the instructional time including morning and afternoon break time.

These devices shall be kept out of sight or powered off during the instructional day, unless otherwise permitted by teacher or school procedures.

Confiscation

The school has the right to collect and examine any device without prior notice, if the need arises. If a student refuses to hand over his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination and the appropriate consequence will apply. Once confiscated, parents of the said student will be contacted to discuss the incident. The device will then be handed back only upon an email from the parent(s).

Security of Devices

Oak International School is not liable for any device stolen or damages on campus. Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Consequences of Non-compliance

Oak International School reserves the right to initiate disciplinary action against any student found to be noncompliant with the above regulations and protocols. Any breach of the above-mentioned regulations may result to, and are not limited to:

Monitoring and surprise checks on the devices by the School Management.

Confiscation of the device for a period of time that can be a term or even the end of the academic year.

Detention hours specified for a period of time.

Suspension of the student for a period of time.

Prohibiting the student to use any device for the academic term/ year as decided by the school management.

Expulsion of the student.

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