



SHARJAH INDIAN SCHOOL

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OUR VISION

Educate Enlighten Empower

MOBILE PHONE POLICY





SHARJAH INDIAN SCHOOL

MOBILE PHONE POLICIES AND GUIDELINES

Mobile Phone Use Guidelines for staff:

The following are basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a cell phone while in class/examination hall.
- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize the cell phones can be great for our employees. We encourage employees to use cell phones only

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- To schedule and keep track of appointments with parents or leadership team.
- To carry out academic related search.

Mobile Phone Use Guidelines for students:

Mobile phones will be used to enrich and explore the classroom activities.

Rules for usage in classroom

- Mobile phones will not be used to text/message for personal/social media in the class

- Can be used only as directed by teacher
- When texting for classroom purpose students will text message relevant to the activity and refrain from adding inappropriate information.
- While texting students are permitted to use appropriate abbreviations and slangs.
- Students shall not use cell phones, digital cameras or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent.
- Students shall not e- mail, post to the Internet, or other otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in restrooms
- Students will be subject to disciplinary action if using their cell phones disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, and violating other school rules.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must adequately secure and take care of their phones.
- The school's Wi-Fi may be used only with the permission of the teacher, and then for work purposes only. Failure to adhere to this will result in disciplinary action.

Consequences for misuse:

1st offence: Warning

2nd offence: Teacher confiscate phone and contacts parent. Parent must pick up phone from school.

3rd offence: Student is no longer permitted to use mobile phone.

Additionally, the teacher has the right to ban the usage of phone if found inappropriately used .