



Mobile Phone Policy

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0.1	Mobile Phone Policy	Final	SLT	Principal/ Vice Principal	August 2020	July 2026	July 2027
Regional Director		Principal			Vice Principal		
Head of Foundation Stage		Head of Primary			Head of Secondary		

Aim

This policy applies to all students enrolled at Newlands School and governs the use of mobile phones and electronic devices while on school grounds or during school-sponsored activities.

Bringing Mobile Phones to School

- Students should leave their mobile phones at home.
- If it is necessary for a student to bring a phone to school, it must be placed inside a magnetic-lock pouch immediately upon arrival at the school premises.
- **Pouch Options:** Students may purchase a magnetic-lock pouch directly from the school or provide their own compliant magnetic-lock pouch.
- **Storage Duration:** The phone must remain switched off and locked inside the magnetic pouch from the moment of entry into the school until the student departs the school premises at dismissal.
- Headphones, including AirPods, must not be seen or used by any student during the school day. Students should only bring a set of wired headphones if specifically requested by the school for academic or assessment purposes.

Use and Storage of Mobile Phones

- Students are not permitted to use mobile phones at any time on school premises.
- Any visible or unlocked mobile phone outside of approved protocols will be confiscated immediately.
- **Canteen Purchases:** Students are required to use debit cards or cash for canteen purchases, rather than mobile payment options such as Apple Pay or Samsung Pay
- Upon arrival at school, students are required to switch off their devices and keep it in mag lock pouch
- Any visible phones will be confiscated.

“The new regulations outline clear rules for inspections, phone confiscation, and administrative accountability for schools, based on Ministerial Resolution No. (851) of 2018.”

Designated Usage Areas & Taxi Provisions

- Mobile phones must remain locked inside pouches and cannot be used inside the main school building, even after 2:30 p.m.
- Students who avail taxis for transportation are permitted to unlock and use their phones only within the designated dismissal area.
- To use a mobile phone for taxi booking purposes at dismissal, the student must have prior written consent from a parent/guardian on file with the school.

Confiscation Policy: In line with MoE regulations

- **First offense:** The phone will be confiscated and kept by the school for one month.
- **Repeated offenses:** The phone will be confiscated and kept until the end of the school year. Parents will be notified immediately and will need to sign a collection form when retrieving the device.

Designated Usage Areas

- Mobile phones should not be used inside the school building, even after 2:30 p.m. Students using mobile phones on school premises to book a taxi must do so in designated areas such as the **Dispersal Area**.

Parent Communication Protocol

- In case of an emergency, parents should contact the school office. The school will then ensure your child receives the message.
- Students needing to pass on an emergency message to parents will be allowed to do so from Reception or the Head of Year's/Phase Head's office.

Smart Watch Usage

- Smart watches are strictly prohibited.
- Smart watches will be dealt with under the same usage and confiscation measures as mobile phones in Primary and Secondary School.

Behavior and Communication Standards

Any communication considered vulgar, derogatory, or defamatory-whether sent via SMS, Instagram, Skype, WhatsApp, Snapchat, Facebook, Twitter, or any other electronic platform-will result in strict disciplinary and/or legal action by Newlands School. Such behavior will also be addressed through the Newlands Behavior Policy, with repeated offenses potentially leading to suspension or expulsion.