



Mobile Phone Policy

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0.1	Mobile Phone Policy	Final	SLT	Principal/Vice Principal	August 2020	August 2025	August 2026
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 absolutely necessary for a student to bring a phone to school, the device must be switched off upon arrival and securely stored in their school bag until dismissal at 2:30 p.m.
- Mobile phones must be switched off (not just silenced) and stored in students' bags at all times while on school premises.

Use and Storage of Mobile Phones

- Students are not permitted to use mobile phones at any time on school premises.
- Upon arrival at school, students are required to switch off their devices until the end of the school day at 2:30 pm.
- Any visible phones will be confiscated.
- Students are required to use debit cards or cash for canteen purchases, rather than mobile payment options such as Apple Pay or Samsung Pay.
- Headphones including air pods should not be seen or used by any student during the school day. Students should bring a set of headphones, if requested by the school for academic/assessment purposes.

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

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.