



## Student Digital Conduct & BYOD Policy

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| Version                  | Document Title                        | Status          | Author | Approved by              | Date        | Reviewed On | Next Review Date |
|--------------------------|---------------------------------------|-----------------|--------|--------------------------|-------------|-------------|------------------|
| 0.1                      | Student Digital Conduct & BYOD 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        |             |             |                  |

### Student Digital Code of Conduct

The use of digital equipment at Newlands School is a privilege, not a right. Our digital and Internet services will be made available for all students to use for educational purposes.

### Guidelines for students

- ⌚ The school's WiFi network is to be used only for legitimate, legal purposes.
- ⌚ Students are prohibited from using a VPN or any other form of software intended to manipulate the school's network
- ⌚ Students are obliged to respect each other's digital privacy and are not to access/edit any other students, or the school's, digital property without their expressed permission
- ⌚ Students are obliged to use strong passwords which limit the risks of their accounts being compromised. These passwords should only ever be shared with a trusted adult or parent
- ⌚ Student online conduct inside and outside school should always reflect the values of Newlands School. Bullying, harassment, intimidation, and any form of digital abuse is considered equivalent to physical forms of the same negative behaviour
- ⌚ Social media networks and private messaging applications are not legitimate uses of the school's WiFi network
- ⌚ Students are prohibited from misuse of the school's network or any other software platform. This includes previously stated negative behaviour and the disruption of any of the school's digital services in any way
- ⌚ Students will make use of the Newlands e-learning/e-safety policy as a guide for how they should act online, and how they should protect themselves and others

### School Monitoring and Digital Device Confiscation

- ⌚ The school may exercise its right to monitor the use of the school's digital systems, including access to websites, access to digital accounts, the interception of email, chat, and other forms of online communication where it believes unauthorised use of the school's computer systems and platforms is or may be taking place. In the event that the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound the school reserves the right to confiscate the device and inform parents along with the appropriate regulatory authorities.
- ⌚ The school has systems and processes in place for the proactive monitoring of student activity on the school WiFi network. Accessing the school's WiFi network is explicit acceptance of this level of monitoring conducted with student safety in mind.
- ⌚ The school reserves the right to confiscate any digital device which is not used appropriately at any time whilst on site. School devices and learning platforms may be searched and reviewed if the school believes there is reasonable risk that a student has conducted activities noncompliant with the Digital code of conduct.
- ⌚ The confiscation of mobile phones and other digital devices is the right of any authorized adult within the school community.
- ⌚ Devices confiscated will be held until such time as the school feels that they have conducted a thorough investigation into any negative behaviour with parents informed of this process.

### Liability

The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of failure of equipment for whatever reason.

## BYOD and Mobile Phones

### BYOD

- ⌚ Students should bring their own device, which is suitable for learning. This could be an Ipad, laptop or tablet (Mobile Phones are not permitted as a suitable learning device).
- ⌚ Students may be required to bring in a set of headphones when requested for academic/assessment purposes.
- ⌚ Parents need to install Antivirus software as this is not managed by the school centrally.
  
- ⌚ A student's BYOD is an individual student's personal responsibility. As a result, the school accepts no liability for loss, theft or damage to devices whilst on school property.
- ⌚ A student's BYOD device is only to be used in class when instructed to by a teacher. It is also only to be used within the confines of the task set and expectations of the classroom teacher.
- ⌚ Misuse of a BYOD device may result in confiscation and will result in an intervention or logging of negative behaviour at the class teacher's discretion.
- ⌚ When on school premises, misuse of Social Media platforms, WhatsApp chats, or sharing of inappropriate materials that malign or hurt any individual, groups of people, or the school is governed by the UAE law, and the responsibility rests with students and parents.

### Mobile Phones and Cellular Devices

- ⌚ Newlands School is a **mobile phone and cellular device free school** during school hours.
- ⌚ Mobile Phones and devices with cellular access (e.g iPad with SIM Card) are not permitted to be used by students upon entering the school site up until the end of the school day.
- ⌚ Newlands School **does not** view mobile phones as an appropriate learning device within the classroom. They are not allowed to be used under any and all circumstances within classrooms, around school, regardless of any form of supervision. This includes at the end of the school day inclusive of CCA's.
- ⌚ Mobile phones will be confiscated if used during school hours and only returned to parents not to students. Mobile usage includes contacting or being contacted by parents; phones will be confiscated as per our policy. For any emergency purposes, school phones/landlines are available to students and parents.

## Consequences

### Mobile Phones

**Action:** Use of phones during school hours – this includes a phone being visible even if not actively being used.

**First offense:** The phone will be confiscated and kept by the school for a day.

**Second Offense:** The phone will be confiscated and kept by the school for one month. Parents will be notified immediately and will need to sign a collection form when retrieving the device.

**Further 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.

**\* Students & Parents are reminded that reception can get in touch with students or parents at any point during the day. Not having a mobile device does not mean a student is unable to contact home or vice versa.**

### Electronic or Digital Addiction

#### Understanding Electronic or Digital Addiction:

Electronic or Digital Addiction, sometimes referred to as problematic internet use, occurs when the use of devices or the internet becomes excessive, compulsive, and difficult to control. This behaviour can interfere with pupils' academic progress, personal wellbeing, relationships, and overall health.

While digital tools and online platforms can support learning and creativity, their misuse or overuse can have negative consequences. A student may, for example, feel more connected to online communities than real-life friends, struggle to stop playing games or scrolling through social media, or constantly check their device even when it disrupts school or family life.

Research shows that problematic device use can contribute to reduced concentration, poor sleep, and mental health concerns such as anxiety, low mood, or low self-esteem. Young people are especially at risk, which makes education and awareness essential.

#### Possible signs include:

- Spending longer online than intended and finding it difficult to log off.
- Falling behind on homework or studies due to device use.
- Avoiding friends or family in favour of online activities.
- Feeling guilty, defensive, or secretive about time spent online.
- Using devices to escape stress or negative emotions.
- Developing physical health issues such as eye strain, headaches, poor posture, disrupted sleep, or weight changes.

### Social Media and Online Platforms

Social media can be a positive tool for communication and learning but may also encourage overuse through constant notifications, likes, and messages. Pupils are encouraged to reflect critically on their use of these platforms and to manage them responsibly.

#### Our Approach at Newlands School

At Newlands School, we are committed to supporting pupils in developing healthy and balanced digital habits. We aim to create a safe, focused, and positive learning environment by:

- Encouraging Balance: Promoting a healthy mix of online and offline activities, both in lessons and beyond.
- Use of Mobile Devices: Students are not permitted to use mobile phones at any time on school premises.
- Regulated Device Use in Class: Digital devices are used only when directed by teachers for educational

purposes. Devices are not to be used during break or lunch times so pupils can engage socially and actively with one another.

- Wellbeing and Awareness: Pupils are taught through our digital conduct and e-safety curriculum about the risks of Electronic or Digital Addiction, strategies for healthy device use, and how to protect their wellbeing online.
- Safeguarding Considerations: Where a pupil's technology use becomes harmful or disruptive, it will be addressed in line with our safeguarding and behaviour policies.

### Working with Parents and Carers

We recognise that parents and carers play a key role in managing device use at home. To support this, we encourage families to:

- Set reasonable boundaries on screen time.
- Promote alternative offline activities and family interaction.
- Lead by example with responsible digital behaviour.
- Talk openly with their children about online use and wellbeing in a supportive, non-judgemental way.

At Newlands School, our goal is to help pupils become confident and responsible users of technology while safeguarding them against the risks of Electronic or Digital Addiction.

### Digital Conduct

**Action:** Misuse of any learning platforms during distance learning or normal school operations - this can include bullying, offensive language, subverting security controls and any other the school deems inappropriate considering the digital conduct expectations.

- 🕒 Classroom teacher will log negative behaviour & request for IT to take control of the students Seasaw/TEAMS account
- 🕒 A review of the account and digital conduct will be completed; screenshots will be taken as evidence if required
- 🕒 Parental reintegration meeting may take place at the earliest opportunity to discuss digital conduct and agree restorative justice actions and consequences depending on severity
- 🕒 School will decide whether at this point full access will be restored or alternatively if access will be shared with parents to allow them to also monitor digital conduct for a set period of time
- 🕒 Student will be given full access without monitoring once they have completed any restorative actions or consequences agreed with school
- 🕒 **In the event that the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound the school reserves the right to confiscate the device and inform parents along with the appropriate regulatory authorities.**

### Signatures

Students are required to sign a slip accepting the above policy which will be retained by their Homeroom Teacher. Parents will be asked to submit a digital response which is done via a digital form.

This is required before a student may make use of their BYOD device and any systems across Newlands School.

## Digital Conduct Permission Slips

|                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I hereby declare that I will abide by the Newlands School Digital Conduct & BYOD policy in its entirety. I accept my wider responsibilities as a student both inside and outside of school to use technology responsibly and safely. | I hereby declare as a parent that I will support the Digital Code of Conduct and BYOD policy of Newlands School. I accept the wider responsibilities my child has with regard to the use of technology and will support the school's policy in its entirety. |
| Student Full Name:                                                                                                                                                                                                                   | Parent Full Name:                                                                                                                                                                                                                                            |
| Group/Class:                                                                                                                                                                                                                         | Group/Class:                                                                                                                                                                                                                                                 |
| Date:                                                                                                                                                                                                                                | Date:                                                                                                                                                                                                                                                        |
| Signature:                                                                                                                                                                                                                           | Signature:                                                                                                                                                                                                                                                   |