

## Policy for smartphones & other electronic devices

Using smartphones and other personal electronic devices at school, without pedagogical purpose must be reduced to a minimum as the school is a place to live in community, where real social interaction must be privileged. It means that **during free time or breaks pupils should avoid social media, video games and screen time. Only a reasonable use of the phone is tolerated.**

In the areas where the use of electronic devices is forbidden, they need to be switched off or on silent mode in the school bag or locker. The school doesn't take any responsibility for smartphones or other electronic devices pupils bring to school (exc. BYOD project).

The basic principles for the use of smartphones /electronic devices are the following:

	<b>FORBIDDEN</b>	<b>TOLERATED*</b>
<b>Outside school buildings</b>		X For checking information, for sending messages, for urgent calls
<b>Classrooms</b> Teacher may collect phones (put on silent mode) at the beginning of the lesson, to avoid possible issues.  In Extranet the teacher can make a 'tablet' reservation	X	X Only with teacher's permission for pedagogical reasons
<b>Changing rooms</b>	X	
<b>Corridors</b>		X For quick look on timetable, school info
<b>Library</b>		X For silent schoolwork
<b>Canteen</b>	X	
<b>Cafeteria</b>	X	
<b>Chapiteau</b>	X Eating area	X Relax zone
<b>Preau S1-S3</b>	X	
<b>Study room S1 to S3</b> Laptops available for silent schoolwork	X Except quick look on timetable	
<b>Preau S4-S7</b>		X For silent schoolwork
<b>Study room S4-S7</b>		X For silent schoolwork

**\*It is strictly prohibited at all times to take pictures or to film on school premises!**

(exception: school project with written permission from staff member)

In case of non-respect of this policy, the following measures will be taken:

Personal device issues	Consequences**
Use of phone where not allowed	1x= Phone confiscated 1 school day + pupil copies smartphone policy 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated 1 school day + parents contacted to pick up the phone (talk with parents)
Repetitive use of phone where not allowed	Phone confiscated + official school detention
Taking pictures/selfies on school premises Recording/Filming on school premises <i>with</i> the knowledge of people involved	1x= Phone confiscated 1 school day + pupil copies smartphone policy 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated 1 school day + parents contacted to pick up the phone (talk with parents)
Recording/Filming on school premises <i>without</i> the knowledge of people involved – Hate speech/Cyberbullying	Depending on the situation: -Internal exclusion (with related reflective task) -Official warning letter -Discipline Council
Misuse of school property using pictures/recording material on social media	2 detentions with reflective task
Cyberbullying on social media (no school-related platforms)	Victim's parents are advised to file a complaint at police station + guidance track at school.

\*\* If the student and the Educational adviser (EA) missed each other at the moment the phone was supposed to be picked up, the Educational adviser will bring the phone to the security Teamleader. The pupil can collect the phone at the main security lodge afterwards.



**Be wise & think twice before using your electronic device!**