

POLICY 6300.2

BBIS MOBILE DEVICE – WHOLE SCHOOL

At BBIS we are committed to ensuring that students' use of mobile devices:

1. enhances learning
2. does not detract from social interaction and privacy of students and staff

AIM

This policy aims to:

- Ensure that devices are used appropriately with respect for individual and social learning;
- Provide direction for the use of devices during school hours, including overnight trips and after-school activities;
- Nurture and protect the social interaction and development of children;
- Protect the privacy of BBIS community members.
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
- to be familiar with this health & safety policy by periodic reference to it;
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

MOBILE DEVICE USE AT SCHOOL

Devices must not be used between 08:00 and 14:55 on campus, unless required by the teacher for educational purposes

"Mobile devices should not be seen or heard during social times at school."

STUDENTS

- All students from Grade 1 - Grade 12 sign a 'Student Digital Citizenship Agreement' each year to support students with managing their online behaviours.
- Mobile devices must be switched off or set to 'silent' and stored away between school hours 08:00-14:55.
- Mobile devices should not be heard nor screens seen during break times and lunch time.
- Mobile devices should not be heard nor screens viewed in transit from one class to another.
- Students must ask permission from their teacher if they need to check their timetable, and this must be done within a classroom.
- For work purposes only, mobile devices can be used in break times in the study hall or library only.
- Students can ask the principal for an exception (for example to take photographs at the end of the year)
- The designated areas for emergency mobile phone calls are the two Secondary School Offices, and the Primary School Office. Use of phones in these areas must be discrete, school-related and brief.

BBIS STAFF

The above applies to BBIS staff with the additional designation of offices and staff rooms for mobile phone use.

PARENTS

All parents of students in Grade 1 through to Grade 12 sign a 'Student Digital Citizenship Agreement' each year to support their child with managing their online behaviours.

Parents are kindly asked not to call students during the school day as their phones will be switched to 'silent'. In an emergency, such as informing your child that you are not able to pick them up from school or similar situations, call the appropriate School Office and the message will be passed on to your son or daughter.

Secondary School (MYP): +49 (0) 332 038 036 768 or +49 (0) 332 038 036 220

Secondary School (DP): +49 (0) 332 038 036 240

Primary School (PYP): +49 (0) 332 038 036 125

CONSEQUENCES OF INAPPROPRIATE USE OF DEVICE

- Any member of staff is required to confiscate from a student any mobile device that is not being used in accordance with the policy described above.
- The device will be handed to the PYP/MYP/DP Office where it will be securely stored. - If devices are kept overnight, they will be locked in the safe.
- The PYP/MYP/DP Office will log the confiscation.

For failing to comply with these guidelines, the following progressive stages will apply:

Stage 1: (1-3 confiscations)

The mobile device can be collected by the student at 14:55 from the relevant school office. Parents will be informed on the 3rd confiscation that stage 2 will apply from the next confiscation.

Stage 2: (4-5 confiscations)

Parents / guardians will be informed via email, that they will need to collect the device from the School Offices / Reception. The phone will be stored securely in the safe until collection.

Stage 3: (6 or more confiscations)

Parents / guardians will need to collect the device from the School Offices / Reception, and will be invited to attend a meeting to discuss strategies to support the student with effective learning and social habits.

ADDITIONAL INFORMATION:

The use of mobile devices that contravene the individual private rights of students and staff (for example, taking photos/videos/audio recording without explicit permission or incidents of bullying) will lead to an escalation in disciplinary measures that may include internal/external suspension or exclusion, and will be guided by the behaviour policy.

Essential Agreements

BBIS provides wireless network access to all students and staff.

Primary School Students are provided with a school-issued iPad. The school regulates all applications available on the iPads.

Secondary School Students have the option of bringing their own laptops and handheld devices to school and connecting to the wireless network. Grades 6 - 8 students will be able to access shared school devices. Grades 9 - 12 students are expected to bring their own devices for school related purposes. All parents and students sign a 'Student Digital Citizenship Agreement' each year to support students with managing their online behaviours.

- BBIS will provide filtered and monitored access to the Internet over the BBIS wireless network.
- Up-time access is not guaranteed. Students may experience connectivity disruptions.
- Printing is supported in the library and technology labs via access code on student IDs.
- BBIS is not responsible for any lost, stolen or damaged equipment/devices.
- BBIS staff members are not available for repairs, problem solving or installation.

CODE OF CONDUCT

- Students are strongly advised to rent a locker as a safe storage during the school day, PE lessons and times when the device is not used.
- Students are responsible for the care / security / transport of their laptop and / or handheld devices.
- Secondary students are expected to ensure that their devices are charged and ready for use when they arrive at school. For Primary students, students are expected to return their iPad to the charging station.
- 'BBIS Digital Citizenship Agreement' will be signed by parents and students at the beginning of each academic year. This document will be kept on file by the Homeroom Teachers for the duration of the school year.
- Students may not use their laptops and handheld devices to access and / or display inappropriate content;
- Teachers will not accept technical problems as a reason for missing a deadline for submission of an assignment;
- Students may not use their laptops and handheld devices to hack into or damage any part of the BBIS network;
- Students may not use the BBIS student wireless network to share files illegally over the network or the Internet;
- Students may not use the BBIS student wireless network to hurt or damage others inside or outside of the network;
- Students attending trips must adhere to the rules about mobile devices adopted by the trip organiser.
- Students may not attempt to fix BBIS equipment or change device settings without permission.

Cross-reference:

Adopted: 2019

Revised: 2025