

RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS, SHARJAH

DIGITAL DEVICE USAGE POLICY

1. Purpose

The purpose of this policy is to regulate the use of digital devices within the school environment in order to maintain **academic integrity, student safety, data protection, and a focused learning environment**. This policy establishes clear expectations for responsible and appropriate use of technology.

2. Scope

This policy applies to **all students, teaching staff, administrative staff, and visitors** who access or use digital devices on school premises, school transportation, or during any school-related activity. The policy covers both **school-owned devices and personally owned devices (BYOD – Bring Your Own Device)**.

3. Definition of Digital Devices

Digital devices include, but are not limited to:

- Laptop and desktop computers
- Tablets and iPads
- Smartphones and mobile phones
- Smartwatches with communication capability
- E-readers and digital learning devices
- External storage devices (USB drives, hard drives)

4. Authorization of Use

1. Digital devices may only be used **for educational and instructional purposes**.
2. Students may only use devices **when explicitly authorized by the teacher or school administration**.

3. Personal devices must remain **switched off or on silent mode** during instructional time unless permission is granted.

5. Acceptable Use

Authorized use of digital devices includes:

- Accessing approved educational platforms and learning management systems
- Conducting academic research
- Completing and submitting assignments
- Participating in teacher-directed digital learning activities
- Accessing digital textbooks and curriculum resources

6. Prohibited Use

The following activities are **strictly prohibited**:

- Accessing, downloading, or distributing **inappropriate, harmful, or non-educational content**
- Using **social media, messaging applications, games, or entertainment platforms** during school hours without authorization
- **Cyberbullying, harassment, intimidation, or online misconduct**
- **Recording audio, video, or images** of students or staff without official permission
- Attempting to **bypass school network security, firewalls, or filtering systems**
- Installing **unauthorized software or applications** on school devices
- Sharing or attempting to access **confidential school data or personal information**
- Using digital devices during **examinations or assessments** unless explicitly permitted

7. Data Protection and Privacy

Users must comply with all **data protection and privacy regulations**. Students and staff are prohibited from accessing, sharing, or storing **confidential school data** without authorization.

8. Device Care and Responsibility

Users are responsible for maintaining digital devices in proper working condition. This includes:

- Handling devices with care
- Preventing physical damage
- Ensuring devices are charged and functional for learning activities
- Reporting any damage, malfunction, or security concern immediately

The school shall **not be liable for loss, theft, or damage to personal devices** brought onto campus.

9. Monitoring and Compliance

The school reserves the right to **monitor, review, and restrict digital device usage, network access, and online activity** conducted through school systems to ensure compliance with this policy and maintain a secure learning environment.

10. Disciplinary Measures

Any violation of this policy will result in **strict disciplinary action**, which may include:

- Immediate confiscation of the device
- Suspension of digital access privileges
- Parent notification
- Behavioral sanctions in accordance with school regulations
- Further disciplinary measures for repeated or severe violations

11. Policy Acknowledgment

All students and staff are required to **read, understand, and comply with this policy**. By using digital devices within the school environment, users acknowledge their responsibility to adhere to these regulations.



مدرسة الشعاع الهندية

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Radiant Indian School

For Girls & Boys