

Policy for smartphones & other electronic devices

As the school is a place to live in community, where real social interaction must be privileged, using smartphones and other personal electronic devices at school, without pedagogical purpose must be reduced to a minimum. It means that **during free time or breaks pupils should avoid social media, video games and limit screen time. Only a reasonable use of the phone is tolerated.** We kindly ask parents not to contact their children during classes.

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:

	FORBIDDEN	TOLERATED*
Outside school buildings		X For checking information, for sending messages and urgent calls
During tests & exams	X	
Classrooms Teacher may collect phones/smartwatches (put on silent mode) at the beginning of the lesson, to avoid possible issues.	X	X Only with teacher's permission and for pedagogical reasons
Changing rooms	X	
Corridors		X For quick look on timetable or school info
Library		X For silent schoolwork
Canteen	X	
Cafeteria	X During meals	X Outside mealtimes
Chapiteau		X
Preau S1-S3	X Forbidden: call, video games, videos / pictures / music	X Consulting school information
Chill & Study Room S1 to S3 Laptops available for silent schoolwork	X Only with coordinator's permission and for pedagogical reasons	
Preau S4-S7		X
Study room S4-S7		X For silent schoolwork

***It is strictly prohibited at all times to film, take, distribute or share pictures 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**
	<i>Confiscated phones will be collected in the office of the level's adviser</i>
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 for several school days + possibility to contact parents for them to collect the phone (talk with parents) Pupils leave their phones with their advisers at 8.15am and pick them up at the end of the day.
Repetitive use of phone where not allowed	Official school detention + phone confiscated (duration?)
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: <ul style="list-style-type: none"> • Internal exclusion (with reflective tasks) • Official warning letter • Discipline Council
Misuse of school property using pictures/recording material on social media	2 detentions with reflective tasks
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!