



KAMIL MUSLIM COLLEGE

MOBILE POLICY

1.0 POLICY OBJECTIVE

The purpose of this policy is to provide clear and transparent framework to students and teachers of Kamil Muslim College on the use of electronic devices in school. The framework restricts the use of electronic devices that disrupts the learning and teaching environment and compromises the welfare of both teachers and students.

2.0 POLICY

2.1 Electronic devices shall be brought to school following approval by the Principal upon written consent by parent or guardian.

2.2 Should approval be given by the Principal or nominee to bring electronic device to school, it shall be the responsibility of students and teachers who bring electronic devices into the school premises to adhere to the guidelines and procedures outlined in this Policy.

2.3 Parents/ guardians are reminded that in all usual circumstances and cases of emergency, the school main office remains the vital central and appropriate point of contact.

2.4 Electronic devices shall be switched off and GIVEN TO EITHER the Year Teacher or One of the Administrators upon arrival to school for safe keeping during the day. The devices can be collected before departure.

2.5 Students found in breach of any school Code of Conduct using their electronic device shall face disciplinary actions.

3.0 PROCEDURES

3.1 STUDENTS RESPONSIBILITY

3.1.1 Electronic devices shall only be brought to school and shall only be used for those purposes as authorized and approved by the Principal of KMC or the nominee.

3.1.2 Any reported or suspected proven case of deception by a student shall be fully investigated and where the students found guilty, she/he shall undergo counseling and shall further not be allowed to carry electronic device in school throughout the year.

3.1.3 It is the responsibility of students who bring mobile or electronic devices to school to abide by the procedures in this policy and use the mobile responsibly.

3.1.4 A teacher, upon having reasonable cause to believe that there is inappropriate use of the device shall have the right to view the content of a child's electronic device at any time between 8.00am to 4.00pm in the presence of the Principal or his/her nominee.

3.1.5 The school accepts no responsibility for lost, stolen or damaged electronic devices if brought in the school premises. However, students should report their device as lost Or stolen to the Principal on the same day or within 24hours for record purposes.

3.2 SCHOOL STAFF RESPONSIBILITY

3.2.1 Teachers and staff of the school can bring their mobile phones or electronic devices to schools at their own risks and shall switch off their phones and be kept out of sight and not permitted to make/ receive calls/ text message during Lesson supervision, student contact hours, meetings or school assembly. All Emergency calls can be contacted through school main office.

3.2.2 The school and the Ministry of Education will take no responsibility for mobile electronic device which may be lost, stolen or damaged while on the school premises.

3.2.4 A written consent shall first be obtained from the parents/ guardians before using electronic devices as recording equipment to capture recording of children.

3.2.5 Teachers and staff of the school are permitted to carry or use their mobile electronic Device during sports events that involve interaction with another school.

3.2.6 A breach in the school staff/ teachers code of ethics while handling electronic devices in school will be grounds for disciplinary action.

3.3 CENTRAL SCHOOL COMMUNICATIONS

3.3.1 All communications by parents, guardians or other outside personnel shall be conducted through the main office and messages for students shall be conveyed at a reasonable time by main office.

3.3.2 In case of emergency or sickness, a student shall be permitted to use the phone kept in the main school office.

3.3.3 Under no circumstances students shall use electronic devices to make arrangements to leave school premises without the knowledge of the Principal.

3.4 INAPPROPRIATE USE OF ELECTRONIC DEVICE

3.4.1 An electronic device shall deem to be used inappropriately if it:

3.4.1.1 Disrupts or is likely to disrupt the learning environment or interfere with the teaching and learning process, threatens or it is likely to threaten the safety or well- being of any person; or is in breach of any law or policy; or is used to bully, or criminal offence like intimidating or harassing other people through SMS, photographic which includes posting unauthorized images on web site or video or other data transfer system available on the phone.

3.4.1.2 Mobile devices are strictly not allowed in exam rooms.

3.5 NON- COMPLIANCE

3.5.1 Students who infringe the procedures set out in the document, willfully or accidentally shall have their electronic device confiscated by the Principal or his/her nominee, the student would be counseled, incident would be recorded and signed off by the student. The report would be handed to the Principal or his/ her nominee.

3.5.2 The Principal or nominee upon receipt of a confiscated electronic device shall keep record of the seizure and secure the device under lock within the school main office, upon which parents would be notified and the student would not be permitted to collect the phone without parent or guardian's presence.

3.5.3 After a second infringement, the school shall not allow the student to bring the electronic device for the rest of the year; hence, if the student continues to breach any Provision of this policy, the student shall undergo counseling and appear before Internal Disciplinary Committee.

4.0 GUIDELINES

4.1 Students are encouraged to hand the electronic device at the office of the head of school before school officially begins, should they wish and collect it at the end of the school day for safekeeping.

4.2 Students are advised to mark their devices with their names, skins, decals, stickers or a case for specificity and to reduce theft during school hours and to securely keep their devices.

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Principal

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Chairman – Board of Governors