

## ICT, Digital Citizenship, and Electronic Use Policy (PYP – MYP – DP)

Revised Sep 2025

This policy establishes clear expectations for the safe, responsible, and ethical use of information and communication technologies within the school community. It supports effective learning, digital wellbeing, and respectful behavior, while ensuring a secure environment for all students.

This policy applies to all students enrolled in the Primary Years Programme, Middle Years Programme, and Diploma Programme. It governs the use of all personal electronic devices, including mobile phones, tablets, laptops, smart watches, music players, headphones, electronic games, and any other sound-generating or communication devices. The policy applies on school premises, during school hours, and during all school-related activities, including trips and outings.

**The use of mobile phones and personal electronic devices is strictly forbidden on school premises.** Upon entering the school, all sound-generating or communication devices must be switched off completely and handed to the school receptionist, where they will be securely stored until the end of the school day. **Silent mode or airplane mode is not permitted.** These devices must not be used inside school buildings, in the school yard, on the sports field, or during any learning activity. Students who need to contact their family due to urgent matters or changes in schedule must report to the Secretary's Office and use the school telephone.

Any student found using a mobile phone or unauthorized electronic device during the school day will have the device confiscated. In the case of a first offence, the device will be returned to a parent or guardian the following day. In the case of a second offence, the device will be confiscated for one week. Repeated or serious violations may result in further disciplinary measures in accordance with school regulations.

Students may be required by their teachers to bring tablets or laptops for educational purposes. **In the Primary Years Programme, devices may be brought only upon explicit teacher request and are used under direct supervision strictly for learning activities.** Devices must not contain social media applications or non-educational games, and they must remain switched off and stored away when not in use.



**In the Middle Years Programme, students may be required to bring tablets or laptops more regularly. These devices may be used only during lessons, only with teacher permission, and only for educational purposes.** Accessing social media, gaming platforms, or unauthorized applications during school hours is strictly prohibited.

Students are expected to demonstrate increasing independence, responsibility, and respect in their use of technology. Misuse will result in sanctions and may lead to restrictions on device use.

**In the Diploma Programme, tablets and laptops are considered essential learning tools. Students are expected to use their devices responsibly to support research, coursework, assessments, and communication through the school's digital platform, including ManageBac.** Devices must not be used to distract others or compromise academic integrity. Diploma Programme students are held to a higher standard of digital responsibility and self-management, and any misuse may result in disciplinary action.

**All students are expected to behave as responsible digital citizens.** This includes using technology ethically and respectfully, protecting personal data and passwords, respecting the privacy and dignity of others, and following all school rules related to digital platforms and online tools. Cyberbullying, harassment, or misuse of digital tools will not be tolerated.

The recording, photographing, filming, or sharing of images, audio, or video without explicit authorization is strictly prohibited. **Any action that violates the right to privacy, dignity, or image of another person is considered a serious offence and may result in severe disciplinary measures and possible legal consequences.**

Students are fully responsible for their personal electronic devices. **The school cannot be held responsible for the loss, theft, or damage of any electronic device or personal property brought onto school premises.**

By signing this policy, the student and parent or guardian confirm that they have read, understood, and agree to comply with the ICT, Digital Citizenship, and Electronic Use Policy. They acknowledge that failure to follow this policy may result in disciplinary action in accordance with school regulations.



## Parent–Student Agreement

Student Name: \_\_\_\_\_

Programme (PYP / MYP / DP): \_\_\_\_\_

Class / Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_