



مدرسة جلوبال الفلبينية

## **THE PHILIPPINE GLOBAL SCHOOL**

“LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION”

21 Muroor Road, Abu Dhabi, United Arab Emirates

### **MOBILE PHONE USAGE POLICY**

The Philippine Global School's cellular phone policy aims to safeguard students and staff by addressing multiple concerns, such as privacy, distractions, and safety.

The following are the general guidelines to ensure that cellular phone use is safe and responsible

#### **1. General Restrictions During Class Hours**

Phones should be collected by the advisers and kept in designated areas during class time (7:40 am – 2:45 pm)

Students are allowed to use phones only during emergencies.

**Phones should not be used in classrooms unless explicitly allowed by the teacher for educational purposes (e.g. BYOD for research, assessment, etc)**

#### **2. Educational Use**

Phones may be used for specific educational purposes as determined by the teacher (e.g., research, accessing learning apps, or participating in class polls).

The school will monitor the educational use of phones and ensure students use them for school-related activities.

#### **3. Cyberbullying Prevention**

The Safeguarding Team will set clear guidelines against using phones for cyberbullying, harassment, inappropriate communication, or any misdemeanor against ADEK policies or UAE law.

Strict consequences for students caught engaging in negative online or offline behavior.

Teachers and staff will be trained to recognize signs of cyberbullying, and systems should be in place for reporting.

#### **4. Technology Education**

The advisers and subject teachers (e.g. Values Education, MSCS, ICT, etc) will educate students about responsible phone use, digital citizenship, and the long-term consequences of sharing harmful content online.

#### **5. Privacy Protection**

Prohibition of recording, photographing, or videoing other students or staff without explicit consent.

Phones should not be used to share images or information that could violate privacy or cause harm.



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The Advisers and/or Discipline Officers will educate students on the importance of respecting others' privacy and the consequences of violating it.

### 6. Emergency Situations

Parents will call the school at (02) 447-33-66 in case of emergency, and the reception will inform the adviser or child of any communication they wish to convey.

Students will be allowed to use phones for emergency communication but must inform a teacher or staff member when doing so.

Phones should have emergency numbers saved in the contacts to communicate with family members.

### 7. Device Security

The advisers will encourage students to set strong passwords and activate tracking apps to protect their phones from theft.

Phones should be clearly labeled with the student's name to help recover in case of lost devices.

The students are fully responsible for their mobile phones and/or gadgets, and the school will not be liable for any loss.

### 8. Disciplinary Measures

The Discipline Officer and the Student Behavior Management Team will establish clear consequences for misuse of phones, such as confiscation, detention, or a ban on phone use.

Disciplinary action based on TPGS and ADEK's policies will be applied to those who will commit the offense.

### 9. Special Considerations

Students with specific needs (e.g., health-related or special education) may have exemptions or adaptations to the phone policy as per advice of the Inclusion Department.

### 10. Parent/Guardian Communication

Parents will be notified about the school's phone policy.

Clear communication will be established between parents, students, and the school regarding phone-related incidents.

With these guidelines, The Philippine Global School can ensure that we maintain a safe environment where phones are used responsibly, protecting the educational atmosphere and the well-being of students and staff.