



مدرسة الآفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

Policy on Electronic Devices



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Policy on Electronic Devices

Reviewed Date: October 2026

1. Purpose

The purpose of this policy is to create a focused and distraction-free learning environment by regulating the use and presence of electronic devices within school premises.

2. Scope

This policy applies to all students, staff, and visitors at the institution, covering all school-sponsored events and activities, both on and off campus.

3. Definitions

- **Electronic Devices:** Includes mobile phones, tablets, laptops, smartwatches, gaming devices, and any other electronic equipment capable of communication, capturing images, or accessing the internet.
- **Prohibited Devices:** Specific devices outlined in this policy that are not allowed during school hours.

4. Policy Statement

To foster an environment conducive to learning, this institution prohibits the possession and use of certain electronic devices during school hours by students. Staff members are permitted to use personal electronic devices for professional purposes, provided they do not disrupt the educational environment.

5. Prohibited Devices

The following electronic devices are strictly prohibited for students on school premises during school hours:

- Mobile phones
- Tablets and laptops (unless pre-approved for educational purposes)
- Personal gaming devices
- Smartwatches with communication capabilities



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- Any other electronic device that may interrupt the learning environment

6. Guidelines for Staff

Staff members may bring personal electronic devices to school, provided that:

- They are used solely for educational and professional purposes.
- Their use does not disrupt the learning environment or classroom activities.
- They comply with the school's privacy and confidentiality policies.

7. Exceptions

Certain exceptions may apply, including:

- Devices used for educational purposes, as approved by teaching staff prior to use.
- Medical devices required for health-related needs (students must notify school administration of such needs).
- Devices required for after-school programs or activities, provided that they are kept in designated areas during the school day.

8. Consequences of Violation

For Students: Consequences for violations will include:

- **First Offense:** Device confiscation until the end of the school day and a warning issued.
- **Second Offense:** Device confiscation, guardians contacted, and a potential meeting required.
- **Third Offense:** Further actions may include detention, loss of privileges, or other disciplinary measures as deemed appropriate by school administration.

For Staff: If a staff member is found to be using personal electronic devices inappropriately (e.g., during class time when it disrupts the learning environment), they may face consequences that include:

- A verbal warning
- A written reprimand, or



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- Further disciplinary action as per staff conduct policies.

9. Responsibilities

- **Students** are responsible for adhering to this policy and ensuring that their electronic devices are not brought to school.
- **Staff Members** are responsible for enforcing the policy, modeling appropriate use of devices, and addressing violations in accordance with established procedures.
- **Parents/Guardians** are encouraged to support this policy by discussing its importance with their children and helping them understand the rationale behind it.

10. Policy Review and Updates

This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be communicated to students, staff, and parents/guardians as needed.

APPROVED BY

Mrs. Vishnu Vandana