Student-owned Electronic Devices Policy (ECE and Primary)

Introduction

In today's digital world, communications and content are available almost anywhere at any time. Digital devices are multi-functional, smart devices which can be used for browsing the Internet, email, texting, mobile applications, social networking, photography, recording and video.

Some devices like mobile phones and smart watches can connect to the Internet, via the mobile phone provider. This means that students are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place. In addition, it is increasingly common for mobile phones and other electronic devices (such as smart watches, portable music players and portable gaming devices etc.) to be able to connect to any open wireless access points from neighbouring buildings. These types of devices, if usage is not managed appropriately, pose serious challenges for schools who are trying to safeguard students' use of the Internet within school.

However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching. YCIS also acknowledges that some students may need to have a device at school for reasons relating to their safe travel to and from school. The school recognises that, when used responsibly, devices can be useful tools to assist with communications, as well as the development of academic and social skills.

Some of the challenges related to the use of personally owned devices within school are:

- They are valuable items which can be lost, stolen or damaged.
- When used inappropriately cyberbullying incidents can take place.
- Internet access on phones and personal devices can allow students to bypass school internet filtering platforms.
- They can disrupt classroom activities.

- Devices with integrated cameras/recording options could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of students or staff.

Guidelines for Students Mobile Device Usage

- Mobile phones and personal devices should not be used during the school day (including break times).
- Smart watches which have telephone or Internet connectivity functions should not be worn during the school day (including break times).
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or devices.
- Images, recordings or videos should not be taken on students' mobile phones or personally-owned devices.
- Students should protect their phone numbers and personal details by only giving them to trusted friends and family members.
- If a student needs to contact his or her parents or guardian, they may be allowed to use a school phone or personal phone with teacher permission. Parents are asked not to contact their child via their devices during the school day, but to contact the school office if needed.

If a student breaches the school policy then the phone or device may be confiscated and will be held in a secure place. Mobile phones and devices will be released to parents or guardian. The school reserves the right to withdraw the child's privilege of bringing an electronic device to school.

Required Signature

PARENTS / GUARDIAN

I have read this Student-owned Electronic Devices Policy and I have discussed this with my child**.** We agree to observe the school guidelines.

Signed _____Student

Signed _____Parent / Guardian

Date_____

Please return this slip to the School Office. Thank You.

学生自有的电子设备规章制度（幼教部和小学部）

介绍

在当今的数字世界中，几乎随时随地可以进行通信和浏览网页。数字电子设备是多功能的智能设备，可用于浏览互联网、收发电子邮件、收发短信、可进行各类移动应用、社交网络、摄影、录音和视频。

像移动电话和智能手表这样的设备可以通过手机提供商连接到互联网。这意味着学生现在可以在不使用学校信息和通信技术网络及其相关的保障措施的情况下访问、下载和上传学校校舍内的内容。此外，移动电话和其他电子设备（如智能手表、便携式音乐播放器和便携式游戏设备等）越来越普遍，能够连接到邻近建筑物的任何开放的无线接入点。如果使用不当，这些类型的设备对那些试图保护学生在校内使用互联网的学校来说构成了巨大的挑战。

当然，与大多数的新科技一样，电子设备若被正当的使用，是能促进教学效果和提升学习兴趣的。作为学校，我们也理解，一些学生家长为了确保孩子上下学时的安全，会允许部分学生携带相关的电子设备到学校。学校对此的态度是：如果大家能负责任的使用这些电子设备，它们将会是我们的得力帮手，协助我们去沟通，学习和交友。

但是，在校使用自有电子设备也会带来很多风险：

- 导致贵重物品丢失，被盗或损坏。
- 不当的使用可导致网络欺凌事件发生。
- 学生通过个人设备的联网，脱离了学校所设的网络安全屏障。
- 扰乱课堂活动。
- 设备一体化摄影／摄像功能存在对学生或员工进行不恰当摄影的风险，滥用照片或恶意传播，对儿童安全、欺凌事件的发生和数据安全等方面造成隐患。

因此，学校特别制定了相关的学生自有电子设备管理指导规定，如下：

- 在校期间不得使用手机和个人设备
- 在校期间不得佩戴可以连接网络的智能手表
- 带到学校的手机以及私人购买的移动设备都由设备所有者自行负责。学校不承担私人手机和移动设备遗失、被盗和损坏所造成的损失。
- 不应该使用学生的手机或私人移动设备来拍摄影、摄像及录音。
- 学生们应当保护好自己的手机号码和个人信息，只能把它给到自己信任的朋友和家庭成员。
- 如果学生需要联系他们的父母或监护人，他们可以使用学校电话，或在老师的允许下使用个人电话。父母们需谨记：不要在学生在校期间通过通讯设备直接联系自己的孩子，而是应该通过学校办公室来联系。

如果学生违反学校政策，他们的手机电话或设备可能会被暂时没收并放置在一个安全的地方，之后，手机和设备将会被移交给父母或监护人。学校保有取消学生携带自有的电子设备来校的权利。

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签名部分
家长/监护人

我已阅读过此有关学生自有的电子设备规章制度，并且我已与我的孩子进行了交流。
我们会遵守相应的学校规章制度。

签名：_____（学生）
签名：_____（家长/监护人）
日期：_____

请归还此页至教务处。谢谢！