



**MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES
POLICY
2026-27**



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Authorized Signatories:		
Principal	Vice Principal	Head of Inclusion (DSL)
Counsellor & Wellbeing coordinator	Head of Kindergarten	Head of Primary
Assessment Head	Manager School Operations	Health and Safety Officer

1. PURPOSE

Dhruv Global School is committed to providing a safe, focused, respectful and supportive learning environment in which students can participate fully in their educational experience.

The purpose of this policy is to:

- Minimise distractions caused by mobile phones and personal electronic devices during the school day.
- Protect students' privacy, dignity, wellbeing and safety.
- Reduce the risks associated with inappropriate recording, photography, messaging, social media and online activity during school hours.
- Promote responsible and age-appropriate use of technology.
- Ensure that students remain engaged in face-to-face learning, social interaction and school activities.
- Establish clear, consistent and transparent procedures for the possession and use of mobile phones and personal electronic devices.
- Ensure that appropriate safeguards are in place for students travelling on school transport.

This policy forms part of the school's wider safeguarding, child protection, student wellbeing and behaviour framework.

The UAE National Child Protection Policy places the child's best interests, protection, wellbeing, privacy and confidentiality at the centre of educational practice.

2. POLICY STATEMENT

Students are not permitted to bring mobile phones to school.

A student must not bring, possess, switch on, use or carry a personal mobile phone anywhere on the school premises during the school day unless an exception has been formally approved by the school in accordance with this policy.

The school recognises that, in limited circumstances, a student may have a genuine need to have access to a mobile phone after leaving school. Such circumstances will be managed through a controlled deposit-and-collection procedure.

The school reserves the right to take appropriate action when this policy is breached.

3. DEVICES COVERED BY THIS POLICY

This policy applies to personal electronic communication and entertainment devices, including but not limited to:

- Mobile phones/smartphones
- Smartwatches with communication, internet or messaging functions
- Personal gaming devices
- Personal cameras or recording devices
- Portable internet-enabled devices
- Earbuds/headphones connected to personal devices
- Any similar personal electronic device that may cause distraction, enable unauthorised communication or compromise student privacy and safety

4. PROHIBITION ON MOBILE PHONES

Students are **not permitted to bring mobile phones to school**.

This applies throughout the school day, including:

- Before the start of lessons
- During lessons
- Break and lunch periods
- Assemblies
- Co-curricular activities
- School events
- Examinations and assessments
- School trips and excursions, unless specifically authorised by the school
- While waiting on school premises for collection

Students must not use a mobile phone for:

- Calling or messaging
- Photography or video recording
- Audio recording
- Social media
- Internet browsing
- Gaming
- Sharing photographs/videos of other students or staff
- Recording classroom activities
- Accessing or sharing inappropriate content
- Any other unauthorised purpose

The prohibition is intended to protect learning, privacy, wellbeing and safeguarding, rather than to restrict students' legitimate access to technology for educational purposes.

5. EXCEPTION – GENUINE NEED TO CARRY A MOBILE PHONE

The school recognises that there may be exceptional circumstances where a student may need a mobile phone after leaving school, particularly where the child travels independently or requires the device for communication with parents after school.

In such circumstances:

5.1 Parent Notification

The parent/guardian must send an email to the relevant class teacher/form tutor **before the student brings the phone to school**, clearly stating:

- The reason the student needs the phone after school.
- The date/duration for which the arrangement is required.
- Confirmation that the student will hand the phone to the teacher upon arrival.

5.2 Morning Deposit

If permission is granted:

1. The student may bring the mobile phone to school.
2. The phone must be **switched off** before entering the classroom.
3. The student must hand the phone directly to the designated teacher upon arrival.
4. The phone will remain securely deposited and inaccessible to the student during the school day.
5. The student will not be permitted to access or use the phone during school hours.

5.3 End-of-Day Collection

At the end of the school day:

- The student may collect the deposited phone from the designated teacher/office.
- The phone may then be used only after the student has left the school premises, where appropriate.
- The arrangement does not permit use of the phone during lessons, breaks, school activities or while awaiting transport.

A parent email does not give the student permission to keep or use the phone during the school day. It only permits the phone to be brought to school for controlled deposit and collection.

6. PROCEDURE WHEN A STUDENT IS FOUND WITH A MOBILE PHONE

If a student is found carrying or possessing a mobile phone without an approved exception:

First and subsequent occurrences

1. The teacher/staff member will request that the student hand over the phone.
2. The phone will be **confiscated immediately** and secured.
3. The student will not be permitted to access the phone during the school day.
4. The incident will be recorded in accordance with the school's behaviour/incident recording procedures.
5. The parent/guardian will be informed.
6. The mobile phone will be handed over **only to the parent/authorised guardian**, in accordance with the school's collection procedure.
7. The parent/guardian will be required to come to school to collect the device.

The student will not be permitted to collect the confiscated phone on behalf of the parent.

Repeated breaches may result in further action under the school's Student Behaviour Policy.

Any disciplinary response will be proportionate, age-appropriate and consistent with the school's behaviour and safeguarding procedures.

7. HANDLING AND SECURITY OF CONFISCATED DEVICES

Staff will handle confiscated devices responsibly and respectfully.

The school will:

- Secure the device in an appropriate designated location.
- Avoid unnecessary access to the contents of the device.
- Maintain student privacy and confidentiality.
- Release the device only through the authorised collection procedure.
- Record repeated or significant breaches where required.

The school does **not** routinely search the contents of a student's personal device.

However, where there is a reasonable safeguarding, child-protection, serious behavioural or legal concern, the school will follow its established safeguarding and child-protection procedures and may involve the appropriate school leadership or competent authorities where required.

This approach is consistent with the UAE child protection framework, which emphasises children's safety, privacy, confidentiality and appropriate reporting and response mechanisms.

8. SCHOOL TRANSPORT – MOBILE PHONES AND PERSONAL GADGETS

Student safety extends to school transportation. Dubai regulations place responsibility on private schools for student safety while students are travelling on school buses provided by the school.

Accordingly, students travelling by school transport must comply with the following:

8.1 No Personal Gadgets on the Bus

Students must **not use personal electronic gadgets while travelling on the school bus**, including:

- Mobile phones
- Tablets/iPads
- Gaming devices
- Smart devices
- Personal laptops or similar devices, unless specifically authorised for an educational requirement

8.2 If a Mobile Phone Has Been Authorised

Where a student has been authorised to bring a mobile phone to school for a genuine after-school communication need, the phone must remain deposited with the school during the school day.

If the student receives the phone at the end of the school day and subsequently travels by school bus:

The student must not use the phone or any other personal electronic device while on the school bus.

The device must remain switched off and securely stored throughout the journey.

8.3 Purpose

This requirement is intended to:

- Minimise distraction while students are boarding, travelling and disembarking.
- Support safe supervision on school transport.
- Protect student privacy.
- Prevent inappropriate photography, recording or online communication.
- Encourage respectful peer interaction.
- Support the school's wider digital-safety and safeguarding objectives.

9. SAFEGUARDING AND CHILD PROTECTION

Dhruv Global School recognises that uncontrolled access to personal communication and recording devices can create safeguarding concerns, including:

- Unauthorised photography or video recording.
- Recording of students or staff without consent.
- Cyberbullying.
- Online harassment.
- Sharing of inappropriate content.
- Unauthorised communication with external persons.
- Inappropriate use of social media.
- Breaches of privacy and confidentiality.
- Exposure to harmful or age-inappropriate digital content.

Any concern involving a mobile phone or personal electronic device that may indicate bullying, harassment, abuse, exploitation, inappropriate content, or a safeguarding concern must be immediately referred through the school's Child Protection/Safeguarding procedures.

The school's response will prioritise the **best interests, safety, dignity, privacy and wellbeing of the child.**

10. ROLES AND RESPONSIBILITIES

10.1 Students

Students are expected to:

- Follow this policy consistently.
- Not bring mobile phones to school unless an approved exception applies.
- Hand over an authorised phone to the designated teacher upon arrival.
- Not use personal devices during the school day.
- Follow the no-gadget requirement on school transport.
- Respect the privacy and dignity of others.
- Report any inappropriate digital behaviour or safeguarding concern to a trusted adult.

10.2 Parents/Guardians

Parents/guardians are expected to:

- Support the school's mobile-phone policy.
- Ensure that their child does not bring a mobile phone to school unnecessarily.
- Inform the school in advance where an exceptional need exists.
- Ensure the child follows the morning deposit procedure.
- Collect a confiscated phone personally when required.
- Reinforce responsible and safe technology use at home.
- Avoid contacting students directly through their personal devices during school hours.

For urgent communication with a child during the school day, parents should use the school's approved communication channels.

10.3 Teachers and School Staff

Staff are expected to:

- Implement the policy consistently and fairly.
- Secure any confiscated device appropriately.
- Avoid unnecessary access to personal content on a device.
- Record repeated breaches where appropriate.
- Refer safeguarding concerns through the appropriate safeguarding pathway.
- Support students in understanding responsible technology use.

10.4 School Leadership

School Leadership will:

- Ensure the policy is communicated to students, parents and staff.
- Monitor implementation.
- Ensure consistent application across phases.
- Review incidents and identify recurring concerns.
- Ensure the policy remains aligned with applicable KHDA/UAE requirements.
- Review the policy annually or when relevant regulations/guidance are updated.

11. STUDENTS OF DETERMINATION AND INDIVIDUAL EXCEPTIONS

Dhruv Global School is committed to inclusive practice and recognises that some students may have an identified medical, communication, accessibility, safety or additional educational need requiring access to a personal device.

Where such a need exists, an individual exception may be considered by the school.

Any exception should:

- Be based on a clearly identified need.
- Be documented and approved by the appropriate school leadership.
- Specify when and how the device may be accessed.
- Ensure that the device is used only for the identified purpose.
- Be reviewed periodically.

An approved exception must not be interpreted as unrestricted permission to use the device.

The school's approach will remain consistent with the principles of inclusive education and the child's best interests. Dubai's 2026 Inclusive Education Policy Framework applies to private schools and reinforces the requirement for inclusive, individualised support where appropriate.

12. COMMUNICATION AND IMPLEMENTATION

The policy will be communicated through:

- Parent communication/circulars.
- Student assemblies and orientations.
- Student/Parent Handbook.
- Staff induction and briefing.
- School website/parent portal where applicable.
- School transport communication.
- Classroom reminders at the beginning of the academic year.

Students will be clearly informed about:

“No Mobile Phones at School – If You Need One After School, Deposit It in the Morning.”

13. BREACH MANAGEMENT – QUICK REFERENCE

Situation	Action
Student brings mobile phone without approval	Phone confiscated and secured
Parent has not notified school	Treated as a breach
Student uses phone during school day	Phone confiscated and incident recorded
Parent has approved genuine after-school need	Student deposits phone with teacher in the morning
Authorised phone deposited in morning	Returned to student at end of school day
Student uses phone on school bus	Device must remain switched off/not in use; incident may be recorded
Student brings tablet/personal gadget without educational approval	Device may be confiscated and parent notified
Repeated breaches	Further action under Student Behaviour Policy
Safeguarding concern involving device	Referred immediately under Child Protection/Safeguarding procedures
Genuine medical/accessibility need	Individual exception may be approved

14. POLICY PRINCIPLE

The policy is based on the following principle:

Technology should support learning, safety and wellbeing—not interfere with them.

Dhruv Global School expects students, parents and staff to work collaboratively to create a safe, respectful and focused learning environment.

The policy supports the UAE's wider child-protection objectives, including the creation of safe educational environments, protection of children's physical and psychological wellbeing, positive behaviour, privacy and confidentiality.

15. REVIEW AND MONITORING

This policy will be reviewed annually by School Leadership and may be amended sooner in response to:

- KHDA requirements or guidance.
- UAE legislation or regulatory requirements.
- Child Protection/Safeguarding updates.
- School incident data.
- Student, parent or staff feedback.
- Changes in digital technology and emerging safeguarding risks.

Where there is any conflict between this policy and applicable UAE legislation or KHDA requirements, the applicable legislation/regulatory requirement will take precedence.