

Mobile Phone and Inappropriate Device Usage Policy

At Northview International School, we are committed to maintaining a focused and safe learning environment. In line with the directives from the Qatar Ministry of Education and Higher Education, this policy establishes strict guidelines for mobile phone and device usage. Misuse of any electronic device will result in immediate and escalating consequences. The severity of action taken will be based on the nature and frequency of the infraction, particularly when it impacts classroom instruction or the well-being of the school community.

Expectations for Mobile Phones and Devices

All mobile phones and personal electronic devices, including AirPods and headphones are strictly prohibited from being seen or used during school hours.

During Class: All mobile phones must be powered off or set to silent and kept in lockers or bags. Laptops, tablets, and iPads must remain off and in bags unless a teacher has given explicit permission for a specific, educational purpose.

Without Permission: The use of AirPods, headphones, or any personal audio device without a teacher's direct permission is strictly forbidden in the classroom.

Teacher's Authority: Teachers reserve the right to confiscate any device they deem to be a distraction, especially after a warning has been given.

Consequences for Inappropriate Device Usage

Minor Infractions

Minor infractions are considered actions that disrupt the learning environment but do not pose a direct threat to the safety or academic integrity of others.

Examples: Texting, checking social media, using a device without permission, listening to music, watching videos, or playing games during class.

- **First Offense:** The device will be immediately confiscated and held by administration. Student is required to pick up the device at the end of the school day.
- **Second Offense:** The device will be immediately confiscated and held



by administration. Parents will be notified and required to pick up the device at the end of the school day.

- Third Offense: The device will be confiscated for the remainder of the school week. Parents will be notified and a mandatory meeting with the student and a school administrator will be required.
- Fourth Offense: The device will be confiscated for one full month. The student will receive an in-school suspension and a mandatory parent-student-administrator conference will be scheduled to discuss a formal behavioral contract.
- Fifth Offense: The student will have a permanent ban on bringing the device to school for the remainder of the school year.

Major Infractions

Major infractions are considered actions that violate academic honesty, compromise safety, or directly harm the school community. These will be met with a zero-tolerance approach and severe, immediate consequences.

Examples:

- Academic Dishonesty: Using a device to cheat during an exam or assessment will result in an automatic "0" on the assignment and a minimum of a three-day in-school suspension.
- Cyberbullying and Harassment: Using any device to post harassing content or engage in cyberbullying, whether on or off school grounds, will result in an immediate out-of-school suspension and a mandatory meeting with parents and administration. Such actions may be reported to external authorities as required by Qatar law.
- Inappropriate Content: Accessing, creating, or sharing inappropriate or explicit content.
- Violation of Privacy: Taking unauthorized photos or videos of others, particularly in sensitive areas like restrooms, locker rooms, or without consent in classrooms.
- Defiance: Refusing to hand over a device when instructed by a teacher or staff member.

Consequences for Major Infractions:

- First Offense: Device confiscation. Parents will be notified of the infraction and be required to pick up the device at the end of the school day.
- Second Offense: Device confiscation for a minimum of two weeks and a formal meeting with parents, the student, and administration to implement a behavior improvement plan.
- Third Offense: Device confiscation for a minimum of two weeks, a two-day in-school suspension, and a formal disciplinary hearing.



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- Fourth Offense: Device confiscation for the remainder of the school year, a three-day out-of-school suspension, and a formal disciplinary hearing to place on a permanent ban on bringing any electronic devices to school and may be subject to a recommendation for expulsion from Northview International School.