



علم متميز مع حب المجتمع
Learning Excellence with a Community Heart

Family of Schools

Mobile Phone and Smart Watch Policy

Ratified by RAK Academy Board of Governors on 09.10.2026

1. Policy Statement

RAK Academy is a phone-free school during the school day. Students are not permitted to use mobile phones, smart watches, or related personal communication devices from the moment they enter school until they leave the site. This includes lessons, movement between lessons, break, lunchtime, assemblies, co-curricular and after-school activities, and time spent waiting for transport or collection on site.

Devices may be brought to school for travel and family communication reasons only, but must be completely switched off, out of sight and stored securely in the student's school bag. Devices may not be switched on until the student leaves the Academy site. Silent, flight-mode and do-not-disturb or school mode does not meet this expectation.

2. Rationale: The Positive Impact of a Phone-Free Environment

A consistently phone-free environment supports the Academy's commitment to academic excellence, student wellbeing and a safe, respectful community. The policy is designed not simply to restrict devices, but to protect the conditions in which students learn, build relationships, and feel secure. Focus and learning: removing phones reduces interruptions, divided attention, checking behaviour and the loss of learning time caused by notifications, messaging, gaming and social media.

- Academic integrity: keeping personal devices switched off and stored away reduces opportunities for unauthorised searching, recording, sharing of assessment content, use of artificial intelligence, communication during assessments and other forms of academic misconduct.
- Wellbeing and belonging: phone-free social time encourages face-to-face conversation, movement, participation and stronger relationships, while reducing social comparison and pressure to remain constantly connected.
- Safety and security: restricting access reduces opportunities for cyberbullying, threatening or harmful messaging, non-consensual photography or recording, and the rapid circulation of any incidents while they are being managed. Students can be confident that toilets, changing areas, classrooms and social spaces are protected from unauthorised recording.
- Calm and respectful behaviour: one clear Academy-wide expectation supports predictable routines, fewer disputes about acceptable use and consistent staff responses.
- Responsible digital citizenship: students learn that safe and ethical technology use includes knowing when a device should not be used and respecting the privacy, learning and wellbeing of others.

3. Purpose

This policy aims to:

- maintain a focused, calm and respectful learning environment;
- protect academic integrity and the authenticity of student work;
- support students to feel safe, secure and fully present at school;
- promote direct social interaction, healthy boundaries and responsible digital citizenship;
- provide clear communication routes for families during the school day; and
- ensure that confiscation, recording, storage, return and escalation are consistent with the Academy Positive Engagement and Behaviour Policy.



4. Scope and Definitions

This policy applies to all RAK Academy students, from Foundation Stage/Kindergarten through to Sixth Form and across all Academy campuses, while on Academy premises, on Academy transport, during school-organised activities and trips where the trip leader has confirmed that the policy applies, and while representing the Academy. It should be read alongside the Positive Engagement and Behaviour, Safeguarding and Child Protection, Anti-Bullying, E-Safety/Cybersecurity, Data Protection, Academic Integrity and Examinations policies.

For this policy, “device” includes mobile and smart phones, smart watches, camera-enabled watches, personal communication devices, headphones, earphones, earbuds and any similar wearable or portable device capable of communication, recording, photography, internet access or notifications. Academy-owned devices used under staff direction are governed by the Academy’s acceptable-use requirements.

5. Core Student Expectations

Students must:

- From entry to departure, switch off all personal devices completely, store them in their school bag and keep them out of sight.
- Switch off and store smart watches; they must not be worn during the school day.
- Surrender a device immediately and calmly when instructed by a member of staff.

Students must not:

- Have phones, smart watches, headphones, earbuds or related devices visible, audible, handled, worn, used or accessed anywhere on site, including during after-school activities or while awaiting transport or collection. Any visible, audible or accessed device is a breach, whether or not communication takes place.
- Photograph, film or record another person or an Academy activity without formal Academy authorisation.
- Create, access, post, forward or share content that breaches safeguarding, privacy, anti-bullying, behaviour or academic-integrity expectations.
- Take personal devices into an examination room or use them during an assessment unless expressly permitted through an authorised access arrangement.
- Use personal devices to contact home during the school day; they must use the communication routes in section 7 instead.

6. Permitted Use

Students may bring a device to school, but bringing it onto the site is a conditional privilege rather than an entitlement. The device must remain switched off and securely stored in the student’s bag throughout the school day, for the duration of after school activities and while on school transportation. The Academy accepts no responsibility for loss, theft or damage.

There is no general classroom or Sixth Form exception for personal mobile phone use. Where technology is required for learning, students should use an Academy-approved device under staff direction.



7. Communication During the School Day

Parents/carers who need to contact a student must contact the relevant school reception or school office, and any urgent messages will be passed to the student. Students who need to contact home must speak to an appropriate member of staff and use a school-approved telephone or communication route. Students who feel unwell must report to the school nurse or designated pastoral staff. The school will contact home as required.

In an immediate emergency, a senior leader may authorise limited device use for that specific situation. This does not create an ongoing exception.

8. Approved Medical, Accessibility and Safeguarding Exceptions

A student who requires a personal device for a documented medical condition, such as continuous glucose monitoring for diabetes, may be granted an individual written arrangement. The arrangement must be supported by the school nurse and authorised by the Head of School, in consultation with the Inclusion Lead, Designated Safeguarding Lead, relevant specialists and parent/carer as appropriate.

The written arrangement must specify the device, purpose, location, permitted times, method of use, supervision, reasonable adjustments and review date. The device may be used only for the approved purpose. A student may not self-authorise an exception.

9. Confiscation, Recording and Secure Storage

Any staff member who identifies a breach will instruct the student to switch off and surrender the device immediately. The breach will be recorded on iSAMS, including the student's name, date, time, location, device description and circumstances. The appropriate consequence level will also be recorded.

The device will be transferred promptly to the relevant member of staff and placed in a secure storage area. A handover record will identify the member of staff, storage location and authorised return date. The parent/carer will be informed of the breach, confiscation period, additional response and collection arrangements. The school will not access personal content merely because a device has been confiscated. Any exceptional access must follow section 13.

Return will take place only through the relevant pastoral leader, a member of the Senior Leadership Team, the Head of School or an authorised delegate, normally to the parent/carer, after the full confiscation period and any required meeting have been completed.

10. Consequences for Breach

The device sanction and the Academy behaviour response operate together. Each breach is classified and recorded within the Academy C1-C5 framework. Consequences are cumulative within the academic year unless a senior leader determines otherwise because of exceptional circumstances, an approved individual arrangement or an identified need requiring reasonable adjustment. In the Academy's Primary Schools, consequences will be adapted as needed to reflect the age and developmental stage of students while remaining consistent with the principles of this policy.



Breach	Device confiscation	Behaviour and pastoral response	Return
First offence	End of the school day	C2: Recorded reflection or restorative task; incident recorded on iSAMS; parent/carer informed; reminder and reteaching of the phone-free expectation.	Student collects the device from the central location as identified by the school.
Second offence	End of the following school day	C2: Repeated or moderate concern; parent/carer meeting; recorded reflection or detention; short-term monitoring; incident and follow-up recorded on iSAMS; review of continued permission to bring a device.	Student collects the device from the central location as identified by the school after parental contact has been made.
Third offence	Duration of 1 week.	C3: Serious concern arising from repeated C2 behaviour; formal pastoral sanction; parent/carer meeting; Pastoral Support Plan or behaviour agreement with a planned review; full iSAMS record.	Parent/carer collection at the end of the 1-week period.
Ongoing offences (more than 3 offences)	Student may not bring a personal device onto Academy premises	C3, escalating to C4 where the Positive Engagement and Behaviour Policy threshold is met: senior leadership review, risk-reduction or supervision measures, formal behaviour agreement and proportionate restriction. Any C4 sanction follows the approved procedure.	Any device brought in breach of the restriction is returned only to a parent/carer as formally determined.

More serious misuse is not treated as a routine device breach. Where a device is connected to bullying, harassment, threats, non-consensual recording, harmful content, serious academic misconduct, examination malpractice, unsafe or illegal conduct, defiance or a safeguarding concern, the incident will be classified at C3, C4 or C5 according to its nature,



impact, intent and risk. The corresponding response under the Positive Engagement and Behaviour Policy will apply in addition to device confiscation. A serious incident may enter the framework directly at the appropriate level without progressing through each stage.

11. Educational and Behavioural Response

The school will combine clear consequences with education, support and behaviour modification. The aim is to help the student understand the impact of the breach, restore trust and demonstrate sustained responsible behaviour. This includes, but is not limited to the below:

- Restorative conversation and reflection
- Digital citizenship or academic integrity learning
- Parent/carer conference
- Pastoral, inclusion or counselling referral
- Behaviour contract or support plan with targets and review dates
- Recognition of sustained improvement and compliance

The escalation pathway will follow the Academy Positive Engagement and Behaviour Policy as required. Responses will be timely, proportionate, non-discriminatory and respectful of student dignity. Leaders will consider age, developmental stage, frequency, impact, previous interventions, identified needs, safeguarding factors and reasonable adjustments.

12. Refusal to Cooperate

Refusal to switch off or surrender a device, attempts to conceal or transfer it, presentation of a substitute device, interference with secure storage, or abusive or unsafe behaviour towards staff is a separate behaviour incident. It will be classified at the appropriate C2-C5 level according to its nature, persistence, impact and risk. The student will be referred to the appropriate pastoral or senior leader, the parent/carer will be contacted, the incident will be recorded on iSAMS and the corresponding Positive Engagement and Behaviour Policy response will apply. The device sanction begins once the device is secured.

13. Device Searches and Personal Content

Confiscation does not itself authorise staff to search a device or view personal content. Staff will not access messages, photographs, videos, accounts, applications or other personal data except where there is a specific safeguarding, safety, legal, academic-integrity or disciplinary concern and access is considered necessary, proportionate and authorised.

Any exceptional access must be led or authorised by the Head of School and Designated Safeguarding Lead, recorded in writing, limited to the identified concern and conducted with appropriate witnesses. Where required, the school will preserve the device and refer the matter to the relevant authority rather than conduct its own examination.

14. Safeguarding, Privacy and Academic Integrity

Students must report concerning, harmful or inappropriate digital content to a trusted adult and must not forward, repost or further distribute it. Cyberbullying, threats, harassment, impersonation, non-consensual recording and sharing private or harmful content will be addressed under the school's safeguarding, anti-bullying and behaviour procedures.



Suspected unauthorised device use in assessed work or examinations will be addressed under the Academic Integrity and Examinations policies.

Where a device or content may be evidence of a safeguarding concern or possible offence, staff must preserve evidence, avoid unnecessary access or circulation and refer immediately to the Designated Safeguarding Lead and senior leadership. All confiscation, storage, access and return records must respect confidentiality and data-protection requirements, including under UAE Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data.

15. Collection of a Confiscated Device

Confiscated devices are stored securely in the identified central storage location on campus. The student or parent/carer must not attempt to retrieve a device before the authorised return date. Collection must take place at the agreed time through the authorised pastoral or senior leader. Everyone collecting or waiting for a device is expected to remain polite and calm. Abusive, threatening or unsafe conduct will be managed under the Academy's behaviour and visitor procedures.

16. Responsibilities

Students are responsible for following the phone-free expectation, storing devices securely and surrendering a device immediately when instructed. Parents/carers are responsible for reinforcing the policy, using the school's communication routes, attending required meetings, collecting confiscated devices and ensuring that a student whose permission has been withdrawn does not bring a device to school.

All staff are responsible for applying the policy consistently, using calm and respectful language, recording breaches accurately and transferring devices promptly for secure storage. Pastoral and senior leaders are responsible for parent communication, secure storage, sanction tracking, behaviour alignment, approved exceptions and consistent implementation.

17. Implementation

The policy will be communicated to students, parents/carers and staff before implementation and reinforced through induction, assemblies, tutor time and parent communications. Parents/carers and students will acknowledge annually that they have read, understood and will support the Academy's mobile-phone and smart-watch expectations.

Staff will receive guidance on consistent confiscation, iSAMS recording, safeguarding referral, privacy, de-escalation and the link to Behaviour Policy consequence levels. Student and parent-facing guidance will explain the positive purpose of a phone-free environment as well as the consequences for breach. Primary and Secondary leaders will monitor implementation to support an Academy-wide approach while recognising age- and phase-appropriate procedures.

18. Monitoring and Review

The Academy will monitor the number and nature of breaches, repeat offences, patterns by time and location, academic-integrity and safeguarding incidents, consistency of Behaviour Policy levels, storage and return arrangements, reasonable adjustments and stakeholder feedback. Monitoring will be used to improve implementation and support, not merely to increase sanctions.

This policy will be reviewed at least every two years from the date it is ratified by the School Board, or sooner where Ministry guidance, relevant law, safeguarding requirements, the Academy Positive Engagement and Behaviour Policy or Academy operations change.



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19. Reference Framework

This policy has been informed by UAE Ministry of Education Ministerial Decision No. (851) of 2018 concerning the Student Behaviour Management Regulation in public education institutions, and by subsequent Ministry circulars restricting the presence of mobile phones on school premises. As a private school licensed and inspected by the Ras Al Khaimah Department of Knowledge (RAK DOK) rather than delivering the MOE curriculum, the Academy exercises its own discretion in setting the storage and use conditions above, while remaining aligned with the Ministry's underlying safety, integrity and wellbeing objectives. The policy has also been informed by the Academy Positive Engagement and Behaviour Policy, the Academy Academic Integrity and Examinations policies, and international guidance supporting school-day restrictions, defined medical and accessibility exceptions, secure storage, clear communication routes and consistent implementation. Where this policy conflicts with applicable UAE law or binding regulatory direction from the Ministry of Education or RAK DOK, the law or regulatory direction takes precedence and the policy must be reviewed promptly.