

Digital Devices Acceptable Use Policy – Young Learners

The aim of this policy is to provide rules for the use of digital devices on the British Council premises in order to ensure a secure and safe environment.

For this policy, 'digital devices' refers to, but is not limited to: smartphones, tablets, cameras, smartwatches...

The following rules apply to all students. Please adhere/encourage your child to adhere to them. It is the responsibility of all students who bring mobile phones or digital devices to the British Council to abide by the guidelines outlined in this document.

Rules for using mobile phones and digital devices at the British Council

1. You can bring mobile phones to British Council but must follow the rules in this document. You are discouraged from bringing other digital devices.
2. **Do not** make or answer voice calls or text messages or send emails on your mobile phones or digital devices during lessons or break time unless it is urgent or an emergency.
3. Phones and electronic devices **must be switched to silent mode or switched off** during class and break times.
4. **Do not** access the internet, social networking sites such as *Facebook*, *Instagram* or messaging apps like *WhatsApp* at the British Council with your mobile phone or digital device.
5. **Do not take pictures or make video recordings** of other students with your mobile phone or digital device.
6. Keep your phone or digital device with you at all times. The British Council can take no responsibility for your personal belongings.
7. **Do not share content** (e.g. videos, images, recordings, social networking sites) on your mobile phone or digital device with others.
8. **The Young Learner Behaviour Policy will be enforced for any infringements of the Digital Devices Acceptable Use Policy.**

Some General Advice for Staying Safe Online

Staying safe online is essential. Here are some general guidelines for staying safe online:

- Parents/guardians are recommended to talk to their child about risks online and measures children can take to protect themselves.
- Children should be encouraged to restrict their privacy settings and not to communicate with strangers online.
- Children should never give out personal details such as address, telephone number or school online. Children should never share images online; children should be aware of the risks of sharing images. Only say what you would like to be repeated about yourself. Remember: what goes online, stays online.
- Monitor and talk to your child about the use of social media such as *Facebook*, *Instagram* and other messaging platforms such as *Whatsapp*.
- For younger children, limit the time spent on digital devices and make sure an adult is present when using a computer.
- Install parental control software on computers and devices to ensure that children cannot access undesirable websites inadvertently.