



BISP Device Use and Digital Learning Policy

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References:

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UK Department for Education – *Teaching Online Safety in Schools*.

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1. Policy Statement

British International School, Phuket (BISP) recognises that digital technologies are an integral part of contemporary education and play an essential role in preparing students for success in higher education, employment and life in an increasingly connected world.

Technology enriches teaching and learning by providing opportunities for creativity, collaboration, communication, critical thinking and personalised learning. However, technology should always support learning rather than become a distraction from it. The School is equally committed to promoting student wellbeing by encouraging healthy relationships with technology and providing regular opportunities for face-to-face interaction, physical activity and learning away from screens.

This policy establishes expectations for the appropriate, safe and responsible use of digital devices by students, staff, parents and visitors. It aims to ensure that technology is used in ways that:

- Enhance teaching and learning;
- Protect the safety and wellbeing of students;
- Promote respectful and responsible digital citizenship;
- Safeguard personal information and school data;
- Support academic integrity;
- Encourage healthy and balanced technology use; and
- Reflect the values of British International School, Phuket.

The School adopts an age-appropriate approach to device use, recognising that students require increasing independence and responsibility as they mature. Expectations therefore differ across the Early Years, Primary and Secondary phases of the School.

This policy supports the expectations established by the Arthit Ourairat Institution (AOI) for all schools within the group and aligns with current guidance from the United Kingdom Department for Education, recognised safeguarding practice, and international best practice relating to educational technology, digital wellbeing and online safety.

2. Purpose

The purpose of this policy is to establish a clear and consistent framework for the use of digital technologies across British International School, Phuket.

Specifically, this policy aims to:

- Promote the safe, responsible and effective use of technology to support teaching and learning;
- Establish age-appropriate expectations for device use throughout the School;
- Support the development of responsible digital citizens who demonstrate integrity, respect and good judgement online and offline;
- Promote healthy digital wellbeing by balancing technology use with face-to-face interaction, physical activity and other learning experiences;

- Safeguard students from online risks while encouraging them to develop confidence and resilience in digital environments;
- Clarify expectations relating to Bring Your Own Device (BYOD), mobile phones, wearable technology and other electronic devices;
- Protect the privacy, confidentiality and security of personal and school information;
- Support staff in modelling appropriate technology use and maintaining professional standards;
- Encourage positive partnerships between the School and parents regarding technology use; and
- Ensure a consistent approach to monitoring, support and appropriate consequences when expectations are not met.

The School recognises that technology continues to evolve rapidly. Accordingly, this policy is intended to provide a framework that is sufficiently flexible to respond to emerging technologies while remaining grounded in the School's commitment to safeguarding, wellbeing and educational excellence.

3. Scope

This policy applies to all members of the British International School, Phuket community, including:

- Students from Early Years to Year 13;
- All teaching and support staff;
- School leaders;
- Volunteers;
- Contractors working on behalf of the School;
- Parents and guardians whilst on school premises or participating in school activities; and
- Visitors using personal electronic devices on campus.

The policy applies whenever school-owned or personal electronic devices are used:

- On School premises;
- During lessons and co-curricular activities;
- On educational visits, residential programmes and overseas trips;
- During sporting fixtures, competitions and performances organised by the School;
- Whilst accessing School networks, systems or online platforms remotely; and
- Whenever the behaviour of a member of the School community has a direct impact upon the wellbeing, safety, reputation or effective operation of the School.

This policy should be read alongside other relevant BISP policies, including:

- Child Protection Policy;
- Behaviour for Learning Policy;
- Anti-Bullying Policy;
- Academic Integrity Policy;
- Data Protection and Privacy Policies;
- Staff Code of Conduct; and
- Student Handbooks.

Where there is any inconsistency between this policy and statutory requirements or examination regulations, the relevant legislation or examination board regulations shall take precedence.

4. Guiding Principles

The following principles underpin all decisions relating to technology use at British International School, Phuket.

4.1. Learning Comes First

Technology is a tool to enhance learning, not an end in itself.

Digital devices should be used purposefully to improve learning, creativity, collaboration and communication. Technology should never replace high-quality teaching, meaningful discussion, practical learning experiences or positive relationships between teachers and students.

4.2. Student Wellbeing

The School is committed to promoting healthy digital habits.

Students benefit from regular opportunities to interact face-to-face, participate in physical activity, develop social relationships and experience learning without constant access to digital devices.

Accordingly, BISP intentionally provides technology-free times and technology-free spaces throughout the school day to support concentration, wellbeing and healthy development.

4.3. Age-Appropriate Expectations

Students develop digital independence gradually.

Expectations regarding device ownership, screen time, Bring Your Own Device (BYOD) participation and access to personal electronic devices increase progressively as students mature.

The School adopts a staged approach that reflects students' developmental needs while preparing them for the increasing independence expected in Secondary School and beyond.

4.4. Digital Citizenship

The School believes that responsible technology use is learned through education, guidance and positive role modelling.

Students are expected to demonstrate respect, honesty, empathy, integrity and responsibility whenever using digital technologies, whether on or off campus.

Digital citizenship is embedded throughout the curriculum and wellbeing programme and is reinforced across all areas of school life.

4.5. Safety and Safeguarding

The safety and wellbeing of students is the School's highest priority.

Technology must be used in ways that protect students from harm, respect personal privacy and support safeguarding.

All members of the School community share responsibility for maintaining a safe digital environment and reporting concerns promptly.

4.6. Balance

Technology should complement, not dominate, school life.

Students should experience an appropriate balance between digital learning, creative activities, outdoor education, sport, performance, reading, collaboration and social interaction.

The School actively encourages students to develop healthy habits that extend beyond their time at BISP.

4.7. Trust, Responsibility and Accountability

BISP believes that the responsible use of technology is built upon mutual trust and personal responsibility.

Students are encouraged to make positive choices and to learn from mistakes through education, guidance and restorative approaches where appropriate.

Where expectations are not met, the School will respond fairly, consistently and proportionately in accordance with its Behaviour for Learning Policy and safeguarding procedures.

4.8. Preparing Students for the Future

Digital technologies, including artificial intelligence, are transforming education, higher education and the workplace.

BISP is committed to ensuring that every student develops the knowledge, skills, ethical understanding and confidence required to use technology responsibly, creatively and effectively throughout their lives.

4.9. Consistency

British International School, Phuket is a member of the Arthit Ourairat Institution (AOI). This policy reflects the shared expectations established across AOI schools while allowing BISP to implement procedures appropriate to its context, curriculum and student population. The School will review this policy annually to ensure continued alignment with AOI expectations, current research and recognised international best practice.

5. Definitions

To ensure consistency across the School, the following definitions apply throughout this policy.

5.1. Device

A **device** is any electronic equipment capable of storing, displaying, recording, processing or transmitting information. This includes, but is not limited to:

- Laptop computers
- Tablet devices (e.g. iPads)
- Mobile phones and smartphones
- Smart watches and wearable technology
- Smart glasses
- Headphones, earbuds and AirPods
- Digital cameras
- Portable gaming devices
- E-readers
- Audio and video recording devices

As technology continues to evolve, this policy applies to any similar electronic device capable of communication, recording, processing or accessing digital content.

5.2. Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) refers to the approved use of a personally owned laptop that meets the published BISP minimum specifications for educational use:

Macbook preferred, equivalent alternative devices may be used.

Note for students using alternative devices:

- Activities, instructions and demonstrations given to students will assume the use of Macbooks and Mac OS applications.
- Students using alternative devices are responsible for adapting the instructions to their device.
- Older students may also supplement the laptop with an iPad or tablet to facilitate handwritten notes etc.

BYOD devices are intended solely to support teaching and learning and are subject to the expectations outlined in this policy.

5.3. "Off and Away"

Throughout this policy, **"Off and Away"** means that a device:

- Is switched off or placed on silent mode;
- Is not being used;
- Is not visible;
- Is not being held or carried in the hand; and
- Is stored securely in a locker, designated storage location or school bag.

A device is considered **in use** if it is:

- Visible;
- Being held or carried;
- On a desk or table without authorisation;
- Producing sound or vibration;
- Displaying notifications;
- Being checked for messages, the time or other information; or
- Connected to headphones or earbuds.

Students should assume that **if a member of staff can see the device, it is not "Off and Away."**

5.4. Device-Free Zone

A **Device-Free Zone** is an area where the use of personal electronic devices is not permitted unless specifically authorised by a member of staff or required in an emergency.

5.5. School Day

For the purposes of this policy, the **school day** begins at **7.30 a.m.** and concludes at the end of a student's final scheduled lesson.

5.6. Screen Time

Screen time refers to the active use of digital devices for educational or recreational purposes.

Within BISP, screen time refers primarily to the educational use of technology during the school day.

5.7. Digital Citizenship

Digital citizenship is the responsible, safe and ethical use of technology. It includes online safety, respectful communication, digital wellbeing, media literacy, academic integrity, privacy and responsible participation in digital communities.

5.8. Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to digital technologies capable of generating, analysing or modifying text, images, audio, video, computer code or other digital content.

Examples include generative AI platforms, writing assistants, translation tools, coding assistants and other emerging technologies.

6. Roles and Responsibilities

Creating a safe, respectful and effective digital learning environment is a shared responsibility between the School, students, parents and staff.

6.1. The School

British International School, Phuket will:

- Provide technology that enhances teaching and learning;
- Maintain secure and reliable digital infrastructure;

- Establish clear expectations for the safe and responsible use of technology;
 - Provide age-appropriate opportunities for students to develop digital literacy and digital citizenship;
 - Promote healthy digital wellbeing;
 - Provide staff with ongoing professional learning relating to educational technology, safeguarding, artificial intelligence and online safety;
 - Communicate expectations clearly to students and parents;
 - Monitor the effectiveness of this policy; and
 - Review this policy annually.
-

6.2. Staff

All staff are expected to model responsible, professional and balanced technology use.

Staff will:

- Use technology purposefully to enhance learning;
- Supervise student use of devices appropriately;
- Enforce this policy consistently and fairly;
- Minimise unnecessary personal device use when students are present;
- Protect confidential information and comply with the School's Data Protection and Privacy Policies;
- Ensure confidential information is not visible when using projectors, interactive displays or shared screens;
- Secure devices using passwords and multi-factor authentication where available;
- Report safeguarding concerns immediately through the School's safeguarding procedures; and
- Actively promote responsible digital citizenship through teaching and positive role modelling.

Technology should support learning and professional practice and should never replace meaningful face-to-face communication with students or colleagues.

6.3. Students

Students are expected to:

- Follow the expectations contained within this policy;
- Use devices only when authorised;
- Follow staff instructions regarding technology use immediately;
- Use technology honestly, respectfully and responsibly;
- Protect passwords and personal information;
- Respect the privacy and dignity of others;
- Care for both personal and school-owned equipment;
- Report concerns relating to online safety or inappropriate digital behaviour; and
- Recognise that digital actions have real-world consequences.

Students should understand that access to technology is a privilege that carries responsibilities.

6.4. Parents and Guardians

Parents and guardians are important partners in helping students develop healthy and responsible technology habits.

Parents are encouraged to:

- Support the expectations outlined in this policy;
- Reinforce healthy and balanced screen time at home;
- Discuss online safety and responsible technology use regularly with their children;
- Model respectful and balanced technology use;
- Ensure BYOD devices meet published School specifications where applicable; and
- Support School decisions relating to device use and student wellbeing.

Parents are respectfully requested not to:

- Contact students directly on personal devices during the school day except in exceptional circumstances;
- Provide younger students with devices for entertainment whilst on campus;
- Use personal devices as entertainment whilst on School premises; or
- Photograph or record students other than their own child without the permission of the School and those involved.

Urgent communication with students should always be made through the appropriate School Office.

7. Device Use by School Phase

BISP adopts an age-appropriate approach to technology use. Expectations regarding device ownership, access and independence increase progressively as students mature and develop the skills required for responsible digital learning.

The School recognises that technology should support learning while protecting students' wellbeing, encouraging social interaction and promoting healthy digital habits.

7.1. Early Years (Little Ducks, Nursery and Reception)

Technology is used to enhance learning through carefully planned, collaborative and play-based experiences.

The School will:

- Provide school-owned devices only;
- Use iPads as the primary learning device;
- Ensure all technology use is directly supervised by an adult;
- Maintain an approximate ratio of one device for every four children within the learning environment;
- Integrate technology only where it enhances learning and development.

Students are **not permitted** to bring personal electronic devices to school unless required to support an identified medical condition, disability or additional learning need and approved by the School.

7.2. Primary School (Years 1–5)

Students in Years 1–5 use school-owned technology that remains on campus.

Technology is introduced progressively to support learning while maintaining an appropriate balance between digital and non-digital experiences.

Students are **not permitted** to bring personal electronic devices to school, including:

- Laptops;
- Tablets;
- Mobile phones; or
- Wearable technology capable of communication.

Exceptions may only be approved by the Head of Primary to support a documented medical condition, disability or exceptional travel requirement.

7.3. Year 6

Year 6 serves as a transition year between Primary and Secondary School.

Students participate in the BISP Bring Your Own Device (BYOD) programme using an approved laptop that meets the published School specifications. The programme is designed to develop responsible digital learning habits and prepare students for the increased independence expected in Secondary School.

Students are **not permitted** to bring or use mobile phones on campus unless approved by the Head of Primary in exceptional circumstances.

7.4. Secondary School (Years 7–13)

Students in Years 7–13 are expected to participate in the School's BYOD programme using an approved laptop (MacBook preferred).

Students may bring a mobile phone to school and their use is governed by the expectations outlined in Section 9 – Mobile Phones.

Students are expected to use technology responsibly, demonstrate increasing independence and model positive digital citizenship at all times.

7.5. Additional Learning Needs

The School recognises that some students may require alternative technology arrangements to support identified learning needs, disabilities or medical conditions.

Reasonable adjustments may be approved by the Principals or their delegate following consultation with the Learning Support Department, medical professionals or other appropriately qualified specialists.

Any approved adjustments will be implemented in a manner that supports the student's educational needs while maintaining the safety, wellbeing and effective operation of the School.

8. Bring Your Own Device (BYOD)

The Bring Your Own Device (BYOD) programme supports teaching and learning by providing students with access to appropriate digital tools whilst developing the knowledge, skills and independence required for higher education and future employment.

The BYOD programme is designed to enhance learning, encourage responsible technology use and support the effective integration of digital resources across the curriculum.

Participation in the BYOD programme is subject to the expectations outlined in this policy.

8.1. Year Groups

The BYOD programme applies to:

- Year 6 as part of the transition to Secondary School; and
- Years 7 to 13.

Students in Early Years and Years 1 to 5 use school-provided devices only.

8.2. Approved Devices

Students participating in the BYOD programme must use a laptop (MacBook preferred) that meets the published BISP minimum specifications.

Devices should:

- Be suitable for a full school day of learning;
- Have sufficient battery life;
- Be capable of running required educational software;
- Be protected by an appropriate case; and
- Be maintained in good working order.

The School reserves the right to amend minimum specifications as technology develops.

8.3. Student Responsibilities

Students are responsible for ensuring that their BYOD device:

- Arrives at school fully charged each day;
- Is used only for educational purposes during the school day unless otherwise authorised;
- Contains the required software and updates;
- Is protected by a secure password;
- Is used responsibly and safely;
- Is stored securely when not in use; and
- Is cared for appropriately.

Students are expected to back up their work regularly.

8.4. Acceptable Use

BYOD devices are provided to support learning.

Students may use their laptop for:

- Teacher-directed learning;
- Coursework;
- Research;
- Collaboration;
- Creative projects;
- Assessments where authorised; and
- Approved educational software.

Students must not:

- Play games unless directed by a teacher;
- Access inappropriate websites or content;
- Stream entertainment during the school day;
- Attempt to bypass School security systems;

- Install unauthorised software on School-managed systems; or
 - Use their device in ways that disrupt learning.
-

8.5. Security and Liability

Students remain responsible for the security of their personal devices.

The School cannot accept responsibility for:

- Loss;
- Theft;
- Accidental damage; or
- Unauthorised access

to personal devices brought onto campus.

Students should report any damage, loss or theft immediately to a member of staff.

9. Mobile Phones

British International School, Phuket aims to provide a phone-free learning environment that promotes learning, wellbeing, social interaction and student engagement.

The School encourages students to leave mobile phones at home whenever possible.

Where students bring mobile phones to school, the following expectations apply.

9.1. Early Years

Students in Early Years are **not permitted** to bring mobile phones to school unless approved to support an identified medical condition or disability.

9.2. Primary School (Years 1–5)

Students in Years 1 to 5 are **not permitted** to bring mobile phones onto campus.

Where exceptional travel arrangements require a student to carry a phone, approval must be obtained from the Head of Primary.

Approved phones must remain switched off and **Off and Away** throughout the school day and must not be used on campus.

9.3. Year 6

Year 6 students are **not permitted** to bring or use mobile phones on campus except where approved by the Head of Primary in exceptional circumstances.

Any approved phone must remain switched off and **Off and Away** throughout the school day.

9.4. Secondary School (Years 7–13)

Secondary students may bring a mobile phone to school. The published guidance can be found [here](#)

However, from **7.30 a.m. until the end of the student's final lesson**, mobile phones must remain **Off and Away** unless specifically authorised by a member of staff.

Authorised use includes:

- Teacher-directed learning;
- Authorised cashless payments;
- Emergency communication authorised by a member of staff; or
- Other purposes approved by the School.

At all other times, mobile phones must remain securely stored.

9.5. Communication During the School Day

Students who need to contact parents or guardians should seek assistance from:

- The Primary Office;
- The Secondary Office;
- CIS; or
- Another authorised member of staff.

Parents should not contact students directly via personal mobile phones during the school day except in exceptional circumstances.

Urgent communication should always be made through the appropriate School Office.

9.6. Confiscation

Mobile phones used contrary to this policy may be confiscated by staff.

Confiscated devices will be returned in accordance with the procedures outlined in Section 19 – Monitoring, Sanctions and Confiscation.

10. Wearable Technology

Wearable technology continues to evolve and includes devices capable of communication, recording, internet access or artificial intelligence functions.

Examples include:

- Smart watches;
 - Smart glasses;
 - AI-enabled glasses;
 - Fitness trackers with communication capability;
 - Smart rings; and
 - Similar wearable technologies.
-

10.1. Educational Use

Wearable technology may only be used where authorised by a member of staff for a specific educational purpose.

10.2. General Expectations

Students must not use wearable technology to:

- Send or receive messages;
- Access the internet;
- Photograph or record others;
- Receive notifications during lessons;
- Gain an unfair academic advantage; or
- Distract themselves or others from learning.

Where wearable devices or technology become a distraction or interfere with learning, staff may require students to remove or store them.

10.3. Examinations

During internal and external examinations, all examination regulations relating to wearable technology will apply.

Students must comply with all examination board requirements regarding smart watches and similar devices.

Failure to do so may constitute examination malpractice.

10.4. Confiscation

Wearable devices used contrary to this policy may be confiscated and returned in accordance with Section 19.

11. Headphones and Audio Devices

Headphones, earbuds and similar audio devices may support learning when used appropriately.

Students are encouraged to provide their own headphones for hygiene reasons where required for educational activities.

11.1. Educational Use

Headphones may be used:

- During teacher-directed learning activities;
 - During language learning;
 - During approved assessment activities;
 - For accessibility or additional learning needs; or
 - Where authorised by a member of staff.
-

11.2. General Expectations

Headphones must not be worn:

- Whilst walking around campus;
- During break or lunchtime unless specifically authorised;
- In Device-Free Zones;
- Whilst staff are addressing students;
- During assemblies; or

- In situations where they reduce awareness of safety instructions.

Students should remove headphones immediately when requested by a member of staff.

11.3. Safety

Students should ensure that headphone use:

- Does not prevent them hearing instructions;
- Does not compromise their awareness of their surroundings;
- Does not isolate them from appropriate social interaction; and
- Supports rather than distracts from learning.

The School reserves the right to restrict headphone use where it impacts student safety, wellbeing or learning.

12. Device-Free Zones

British International School, Phuket is committed to creating an environment where students can learn, socialise and develop healthy relationships without constant access to digital devices.

To support student wellbeing, safety and safeguarding, designated areas of the School are maintained as **Device-Free Zones**.

12.1. Permanent Device-Free Zones

Unless specifically authorised by a member of staff, personal electronic devices must not be used in the following locations:

- School refectory and shops (*except briefly to make an authorised cashless payment*);
- Staircases;
- Toilets and washrooms;
- Changing rooms;
- Swimming pool changing facilities;
- Medical Centre;
- Examination rooms (unless authorised by examination regulations);
- Assemblies, performances, ceremonies and other formal school events.

Photography, filming and audio recording are strictly prohibited in toilets, changing rooms, medical facilities and any area where privacy should reasonably be expected.

12.2. Device-Free Times

The School believes that students benefit from regular breaks away from technology.

Unless specifically authorised, students should not use personal devices:

- Whilst moving between lessons;
- During morning break;
- During lunchtime;
- Whilst waiting outside classrooms;
- Whilst queuing in the refectory or other school facilities; or
- Whilst participating in assemblies or community events.

Students are encouraged to use these times to:

- Socialise with friends;
 - Participate in sport and physical activity;
 - Read;
 - Attend clubs and activities; and
 - Enjoy a healthy break from screens.
-

12.3. Designated Study Areas

The School designates supervised study areas where students may use approved BYOD devices for independent study. Year 12 & 13 - Senior School Study Centre; Years 7-13 - Designated Study Room (See notices for location)

These areas:

- Are intended for academic purposes only;
 - May be supervised by staff;
 - Should not interfere with the School's phone-free environment for younger students; and
 - May be withdrawn if expectations are not met.
-

12.4. Emergency Communication

Students requiring urgent communication with parents or guardians should seek assistance from:

- The Primary Office;
- The Secondary Office;
- CIS; or
- Another authorised member of staff.

Where appropriate, students may be permitted to use their own mobile phone under staff supervision.

13. Screen Time Expectations

British International School, Phuket recognises that digital technology is an essential component of modern education. At the same time, excessive or inappropriate screen use may impact learning, concentration, physical health, sleep and social development.

The School therefore adopts an age-appropriate approach that balances technology use with active learning, creativity, collaboration, physical activity and face-to-face interaction.

Teachers are expected to use professional judgement when planning lessons and should only use technology where it clearly enhances learning.

13.1. Early Years

Technology should complement—not replace—play-based learning and direct interaction with adults and peers.

Accordingly:

- All devices will be school-owned;
 - All technology use will be directly supervised by an adult;
 - Digital activities will be collaborative wherever possible;
 - Individual screen time will generally not exceed **30 minutes per day**;
 - Shared screen experiences will generally not exceed **30 minutes per day**; and
 - Play, language development, creativity and outdoor learning will remain the primary focus of the curriculum.
-

13.2. Primary School

Technology will be introduced progressively to support learning whilst maintaining a healthy balance between digital and non-digital experiences.

The School aims to:

- Limit individual screen time for younger students to approximately **one hour per school day**, increasing progressively as students mature;
- Ensure technology is used purposefully rather than continuously;
- Provide frequent opportunities for movement and collaborative learning;
- Minimise unnecessary homework requiring digital devices where appropriate; and
- Encourage reading, discussion, practical learning and outdoor experiences.

13.3. Secondary School

As students progress through Secondary School, technology becomes an increasingly important tool for learning, research and independent study.

Rather than imposing fixed daily screen time limits, BISP encourages students to develop healthy digital habits by:

- Balancing academic and recreational screen use;
- Taking regular breaks during extended periods of device use;
- Maintaining healthy sleep routines;
- Participating in sport, creative activities and social interaction; and
- Recognising the impact excessive screen use may have on wellbeing and academic performance.

Digital wellbeing is promoted through the curriculum, Wellbeing Programme and initiatives across the School.

14. Responsible Use of Technology

Technology is provided to enhance teaching, learning and communication. Every member of the School community is expected to use technology responsibly, respectfully and ethically.

Students should demonstrate the same standards of behaviour online as they would in person.

14.1. Educational Purpose

Technology should be used primarily to:

- Support learning;
- Develop creativity;
- Collaborate with others;
- Conduct research;
- Communicate appropriately;
- Solve problems; and
- Develop digital literacy.

Students should use technology only when it contributes positively to their learning or when authorised by a member of staff.

14.2. Respectful Use

Students are expected to:

- Treat others with respect in all digital environments;
- Use appropriate language in electronic communications;
- Respect differing opinions and cultures;
- Avoid behaviour that may intimidate, exclude or embarrass others; and
- Contribute positively to online communities.

Cyberbullying, harassment, discrimination or any misuse of technology that harms others is inconsistent with the School's values and will be addressed through the Behaviour for Learning and Safeguarding Policies.

14.3. Responsible Use of School Systems

School technology resources are provided to support learning and school operations.

Students must:

- Use only their own school accounts;
- Protect passwords and login credentials;
- Access only appropriate educational resources;
- Comply with copyright and software licensing requirements;
- Use cloud storage and digital resources responsibly; and
- Follow staff instructions regarding the appropriate use of technology.

Students must not:

- Attempt to bypass network security;
 - Interfere with School systems or equipment;
 - Deliberately access inappropriate or harmful content;
 - Install unauthorised software on School-managed systems;
 - Use technology to disrupt teaching and learning; or
 - Use another person's account without permission.
-

14.4. Care of Equipment

Students are expected to take reasonable care of both personal and school-owned devices.

This includes:

- Transporting devices safely;
- Storing devices securely;
- Reporting damage promptly;

- Keeping devices clean and well maintained; and
- Ensuring devices are fully charged before the start of each school day where applicable.

Deliberate damage to School equipment or misuse of technology may result in disciplinary action and, where appropriate, financial responsibility for repair or replacement.

14.5. Reporting Concerns

Students should immediately report to a trusted adult any:

- Online safety concern;
- Suspected cyberbullying;
- Inappropriate or harmful content;
- Loss or theft of a device;
- Suspected security breach; or
- Misuse of School technology.

BISP encourages students to seek help whenever they are unsure or uncomfortable about anything they encounter online. Reporting concerns is viewed as a responsible action that helps maintain a safe and supportive learning environment for everyone.

15. Digital Citizenship

British International School, Phuket believes that being a responsible digital citizen is an essential skill for success in modern society.

Digital citizenship refers to the knowledge, skills, attitudes and behaviours required to use technology safely, respectfully, ethically and effectively.

All members of the BISP community are expected to demonstrate the same values online as they do in face-to-face interactions.

15.1. Digital Citizenship Expectations

Students are expected to:

- Communicate respectfully and responsibly in all digital environments;
- Consider the impact of their online actions on others;
- Demonstrate kindness, empathy and good judgement;
- Respect different perspectives, cultures and backgrounds;
- Protect their own privacy and the privacy of others;

- Make safe and informed choices online;
 - Question the reliability and accuracy of online information;
 - Recognise inappropriate, harmful or misleading content;
 - Maintain a positive digital footprint; and
 - Seek support from trusted adults when they encounter concerns online.
-

15.2. Digital Footprint

Students should understand that their digital actions can create a lasting record.

Students are expected to:

- Think carefully before posting, sharing or commenting online;
 - Understand that digital content can be copied, stored and shared;
 - Consider how online behaviour may affect themselves and others in the future; and
 - Use technology in ways that reflect the values of British International School, Phuket.
-

15.3. Online Safety and Wellbeing

BISP is committed to supporting students in developing resilience and confidence online.

Students are encouraged to:

- Manage their online relationships positively;
- Maintain healthy boundaries with technology;
-
- Recognise when digital use is affecting their wellbeing;
- Take appropriate breaks from devices;
- Balance online activities with offline experiences; and
- Report concerns relating to online safety.

The School provides age-appropriate digital literacy and online safety education throughout the curriculum and pastoral programme.

15.4. Digital Literacy Education

In accordance with AOI expectations, BISP provides a structured Digital Literacy programme that develops students' understanding of:

- Online safety;
- Responsible communication;
- Information literacy;

- Privacy and security;
- Ethical technology use;
- Digital wellbeing;
- Academic integrity; and
- Emerging technologies.

Digital literacy is integrated across the curriculum wherever possible rather than being treated only as a standalone subject.

16. Artificial Intelligence and Academic Integrity

British International School, Phuket recognises that Artificial Intelligence (AI) and emerging technologies are becoming increasingly important within education, higher education and the workplace.

The School encourages our community to explore and use AI responsibly while ensuring that technology supports learning rather than replaces independent thinking, creativity and personal understanding.

Further details can be found [here](#).

16.1. Responsible Use of Artificial Intelligence

Students may use AI tools where permitted by teachers.

Students are expected to:

- Use AI as a learning support tool rather than a replacement for their own thinking;
 - Understand the limitations and potential inaccuracies of AI-generated content;
 - Check and evaluate information produced by AI tools;
 - Acknowledge and reference the use of AI where required;
 - Follow teacher instructions regarding acceptable AI use; and
 - Use AI ethically and responsibly.
-

16.2. Academic Integrity

Technology must not be used to gain an unfair academic advantage.

Students are expected to submit work that accurately represents their own learning, understanding and effort.

Students must not:

- Submit AI-generated work as their own where this has not been permitted;

- Copy or reproduce work without appropriate acknowledgement;
 - Use technology to misrepresent their knowledge or skills;
 - Use digital tools to complete assessments dishonestly; or
 - Assist others in academic malpractice.
-

16.3. AI and Assessment

Teachers will clearly communicate expectations regarding the use of AI in learning activities and assessments.

Where AI use is permitted, students may be required to:

- Explain how AI was used;
- Evaluate AI-generated responses;
- Demonstrate their own understanding; or
- Provide evidence of their learning process.

Failure to follow AI expectations may be considered academic malpractice and will be addressed through the School's Academic Integrity procedures.

16.4. Preparing Students for the Future

BISP recognises that AI literacy is an essential skill.

Students will be supported to:

- Understand opportunities and risks associated with AI;
 - Use AI creatively and responsibly;
 - Develop critical thinking skills;
 - Recognise ethical considerations; and
 - Prepare for a future where technology and human skills work together.
-

17. Privacy, Data Protection and Security

British International School, Phuket is committed to protecting the privacy, confidentiality and security of personal information belonging to students, families, staff and the wider School community.

All members of the BISP community share responsibility for maintaining secure digital environments.

17.1. Protecting Personal Information

Students and staff must:

- Protect their own personal information;
- Respect the personal information of others;
- Avoid sharing confidential information unnecessarily;
- Use secure passwords;
- Report suspected security concerns promptly.

Personal information must only be accessed, used or shared where there is a legitimate educational or operational purpose.

17.2. Passwords and Account Security

All users are responsible for protecting their accounts.

Users must:

- Keep passwords confidential;
 - Never share login details with others;
 - Use strong passwords;
 - Enable multi-factor authentication where available;
 - Log out of shared devices when finished; and
 - Report suspected unauthorised access immediately.
-

17.3. Staff Responsibilities for Confidential Information

Staff members have access to confidential information relating to students, families and colleagues.

Staff must:

- Ensure confidential information is not visible to students or visitors;
 - Avoid displaying registers, emails or student information when using shared screens or projectors;
 - Ensure screens are locked or display a screen saver when devices are unattended;
 - Only access information required for their role;
 - Store and share information securely; and
 - Follow all School data protection procedures.
-

17.4. Digital Sharing and Collaboration

When sharing digital information, users must ensure that:

- Access permissions are appropriate;
 - Confidential documents are protected;
 - Sharing links are not publicly accessible unless intended;
 - Files are shared only with authorised individuals; and
 - Information is stored using approved School systems.
-

17.5. Photography, Video and Digital Content

All members of the School community must respect privacy when creating or sharing digital content.

Photography, video or audio recording must:

- Have a legitimate purpose;
- Respect the dignity and privacy of others;
- Comply with School expectations and permissions;
- Not be shared inappropriately.

Recording in private areas such as toilets and changing rooms is strictly prohibited.

See Taking, Storing and Using Images of Students Policy for further information.

18. Staff Use of Devices

Staff are expected to model responsible, professional and balanced technology use.

Students learn not only from formal teaching but also from observing the behaviours and habits demonstrated by adults within the School community.

18.1. Professional Use of Technology

Staff should use technology:

- To enhance teaching and learning;
- To support communication and collaboration;
- To improve efficiency and effectiveness;
- To maintain accurate and secure records.

Technology should support, not replace, positive relationships and face-to-face communication.

18.2. Staff Devices

Staff should have convenient access to a School-provided device suitable for their role.

Staff devices should be used responsibly and maintained securely.

Staff are expected to:

- Protect devices from loss or unauthorised access;
 - Keep operating systems and security software updated;
 - Use passwords and multi-factor authentication where available;
 - Report technical issues promptly; and
 - Follow School information security procedures.
-

18.3. Role Modelling

Staff should model the behaviours expected from students.

Staff should:

- Avoid unnecessary personal device use when supervising students;
 - Maintain professional boundaries in digital communication;
 - Demonstrate balanced technology habits;
 - Prioritise face-to-face communication where appropriate.
-

18.4. Classroom Expectations

When using technology in lessons, staff should:

- Ensure technology has a clear learning purpose;
 - Actively supervise student use;
 - Establish expectations before students access devices;
 - Ensure students return devices to the appropriate status after use.
-

18.5. Confidentiality and Safeguarding

Staff must protect student confidentiality at all times.

Staff must not:

- Leave confidential information visible on screens;
- Share student information through personal accounts;

- Store sensitive information on unauthorised platforms;
- Photograph or record students without appropriate permission.

Any concerns relating to digital safeguarding must be reported through the School's safeguarding procedures.

19. Monitoring, Sanctions and Confiscation

British International School, Phuket believes that technology use is a privilege that requires responsibility, trust and appropriate judgement.

The School's approach is based on education, guidance, reflection and accountability. Where expectations are not met, the School will respond in a fair, consistent and proportionate manner that considers the age of the student, the nature of the incident and any previous concerns.

19.1. Monitoring of Technology Use

The School reserves the right to monitor the use of School-owned and personal devices, networks, systems and digital platforms to:

- Maintain the security and integrity of School systems;
- Protect students and staff;
- Ensure compliance with this policy;
- Investigate safeguarding concerns;
- Support appropriate learning environments; and
- Identify misuse of technology.

Monitoring may include:

- Network activity;
- Access to School systems;
- Use of School-managed devices;
- Digital communications conducted through School platforms; and
- Activity that may impact the safety or reputation of the School community.

Students and staff should have no expectation of complete privacy when using School systems or School-provided technology.

Monitoring will always be conducted in accordance with relevant data protection requirements and School policies.

19.2. Responding to Misuse

Where a student does not meet the expectations outlined in this policy, the School may respond through:

- A conversation with the student;
- Education and guidance;
- Reflection activities;
- Restorative conversations;
- Communication with parents;
- Restrictions on technology access;
- Confiscation of devices;
- Behaviour consequences in accordance with the Behaviour for Learning Policy; or
- Other appropriate actions depending on the circumstances.

The purpose of any response is to help students understand the impact of their choices and develop responsible technology habits.

19.3. Examples of Technology Misuse

Examples of misuse may include, but are not limited to:

- Using a device when it is not permitted;
 - Refusing to follow staff instructions regarding device use;
 - Accessing inappropriate or harmful content;
 - Cyberbullying, harassment or intimidation;
 - Photographing, recording or sharing content without permission;
 - Using technology to cheat or commit academic malpractice;
 - Attempting to bypass security systems;
 - Damaging School equipment;
 - Accessing another person's account;
 - Using technology in a way that disrupts learning or the wellbeing of others.
-

19.4. Confiscation of Devices

Staff may confiscate devices where their use:

- Breaches this policy;
- Disrupts learning;
- Creates a safeguarding concern;
- Compromises privacy or security; or
- Prevents students from engaging appropriately in School activities.

Examples include:

- Mobile phones used during restricted times;
 - Smart watches used inappropriately;
 - Devices used for unauthorised recording;
 - Devices used for academic malpractice.
-

19.5. Confiscation Procedures

Where a device is confiscated:

- The student will be informed of the reason;
- The student will be asked to submit the device to the IT Department on the ground floor of the MTB
- The device will be stored securely (liability not accepted);
- The incident may be recorded;
- Parents may be informed where appropriate;
- The device will be returned in accordance with School procedures.

Repeated breaches may result in increased restrictions or additional consequences. The published guidance can be found [here](#).

19.6. Serious Incidents

Some technology-related incidents may require additional action under other School policies, including:

- Safeguarding and Child Protection procedures;
- Behaviour for Learning Policy;
- Anti-Bullying Policy;
- Academic Integrity Policy;
- Data Protection Policy; or
- Legal requirements.

The School reserves the right to involve relevant authorities where required.

20. Review

This Device Use and Digital Technology Policy will be reviewed annually to ensure that it remains:

- Aligned with AOI expectations;
- Consistent with current educational research;
- Responsive to changes in technology;
- Compliant with relevant guidance and legislation;
- Appropriate for the age and needs of BISP students.

The annual review will consider:

- Feedback from students, staff and parents;
- Developments in educational technology;
- Emerging risks and safeguarding considerations;
- Changes in government or professional guidance;
- Effectiveness of current procedures.

The School Leadership Team will oversee the review process, with input from relevant departments including:

- Teaching and Learning;
- Digital Learning and Innovation;
- ICT;
- Safeguarding;
- Wellbeing;
- Learning Support; and
- Student Leadership representatives where appropriate.

Any significant changes to expectations will be communicated to students, staff and parents.

A current version of this policy will be made available to the BISP community through the School website and relevant communication platforms.

21. Appendices

Appendix 1: Student Handbook Summary

BISP Student Digital Device Expectations

Technology is an important part of learning at British International School, Phuket. We use technology to help us learn, create, communicate and collaborate.

Being a responsible digital citizen means making good choices with technology and treating others with the same respect online as we do in person.

The following expectations apply to all BISP students.

1. Use Technology for Learning

At BISP, technology is a tool to support learning.

Students are expected to:

- ✓ Use devices only for approved learning activities.
- ✓ Follow teacher instructions regarding when and how technology should be used.
- ✓ Use digital resources responsibly and honestly.
- ✓ Ask for help if they are unsure how to use technology appropriately.
- ✓ Use technology to create, collaborate, research and learn.

Technology should support your learning — it should not distract you from it.

2. Be Respectful Digital Citizens

Your behaviour online should reflect the same values expected in the BISP community.

Students should:

- ✓ Communicate respectfully online and in digital spaces.
- ✓ Think carefully before posting, sharing or commenting.
- ✓ Respect other people's privacy and feelings.
- ✓ Use kind and appropriate language.
- ✓ Report online concerns to a trusted adult.

Students must never use technology to:

- ✗ Bully, threaten, embarrass or harm others.
 - ✗ Share inappropriate content.
 - ✗ Spread rumours or false information.
 - ✗ Exclude or target other members of the community.
-

3. Looking After Devices

Students are responsible for taking care of all devices they use.

Students must:

- ✓ Handle School equipment carefully.
- ✓ Keep personal devices safe and secure.
- ✓ Report damage, loss or technical problems promptly.
- ✓ Keep passwords private.
- ✓ Bring BYOD devices fully charged each day where required.

Students should remember:

A device is a learning tool and should be treated with care and respect.

4. Device Expectations by Year Group

Early Years

Students use School-owned devices only.

Technology use will:

- ✓ Be supervised by teachers.
- ✓ Support play, creativity and exploration.
- ✓ Be balanced with physical activity and social interaction.

Personal devices are not permitted.

Primary Years 1–5

Students use School-owned technology provided by BISP.

Students should not bring personal:

- ✗ Laptops
- ✗ Tablets
- ✗ Mobile phones
- ✗ Smart watches or communication devices

Exceptions may only be approved by the School to support identified learning, medical or accessibility needs.

Year 6

Year 6 students begin preparing for Secondary School through the BISP BYOD programme.

Students:

- ✓ Use an approved laptop for learning.
- ✓ Develop responsible digital habits.
- ✓ Learn how to manage technology independently.

Mobile phones are not permitted unless specifically approved by the Head of Primary.

Secondary Years 7–13

Students participate in the BISP BYOD programme.

Students:

- ✓ Bring an approved laptop for learning.
- ✓ Use technology responsibly and independently.
- ✓ Follow teacher instructions regarding device use.

Mobile phones may be brought to school but must follow the BISP Mobile Phone Expectations.

5. Mobile Phone Expectations

BISP aims to provide a focused, social and phone-free learning environment.

Students should leave mobile phones at home whenever possible.

Primary and Year 6

Mobile phones are not permitted unless specifically approved by the School.

Secondary

Students may bring a mobile phone to school, but:

- ✓ Phones must be **Off and Away** during the school day.
- ✓ Phones must not be visible, used or checked without permission.
- ✓ Phones may only be used when specifically authorised by a member of staff.

Students should use School systems and offices for communication with parents during the school day.

6. Device-Free Zones

Some areas of the School are always device-free unless a member of staff gives permission.

These include:

-  Toilets
-  Changing rooms
-  Staircases
-  Canteen/Refectory areas (*except authorised payment use*)
-  Medical areas
-  Assemblies and formal events

Break and lunchtime should be opportunities to:

- ✓ Talk with friends.
 - ✓ Play.
 - ✓ Participate in activities.
 - ✓ Take a break from screens.
-

7. Headphones and Audio Devices

Headphones and earbuds may only be used when:

- ✓ A teacher has authorised their use.
- ✓ They support learning.
- ✓ They are required for accessibility reasons.

Students should not wear headphones:

- ✗ When walking around campus.
- ✗ During break or lunchtime unless authorised.
- ✗ During assemblies or important announcements.

Students must always remain aware of their surroundings.

8. Artificial Intelligence (AI) and Academic Integrity

AI tools are becoming an important part of education and the future workplace.

Students may use AI tools only when permitted by teachers.

Students must:

- ✓ Be honest about when AI has been used.
- ✓ Check whether AI information is accurate.
- ✓ Use AI to support learning, not replace thinking.
- ✓ Follow assessment rules.

Students must not:

- ✗ Submit AI-generated work as their own when not permitted.
- ✗ Use technology to cheat.
- ✗ Copy another person's work.

Your work should show your own learning, creativity and understanding.

9. Online Safety

Students should:

- ✓ Protect personal information.
- ✓ Keep passwords private.
- ✓ Use safe and respectful online behaviour.
- ✓ Tell a trusted adult if something online makes them feel uncomfortable.
- ✓ Think carefully about what they share online.

Remember:

If you would not say it face-to-face, do not say it online.

10. Consequences of Not Meeting Expectations

Technology is a privilege and students are expected to use it responsibly.

If expectations are not followed, the School may:

- Provide guidance and support;
- Ask students to reflect on their choices;
- Restrict access to technology;
- Contact parents;
- Confiscate devices;
- Apply consequences in line with the Behaviour for Learning Policy.

The aim is always to help students learn, improve and make responsible choices.

Our BISP Digital Promise

As a BISP student, I will:

- ✓ Use technology to support my learning.
- ✓ Respect others online and offline.
- ✓ Protect my privacy and the privacy of others.
- ✓ Use digital tools honestly and responsibly.
- ✓ Make choices that reflect the values of BISP.

Together, we create a safe, respectful and positive digital community.

Appendix 2: Parent Summary

BISP Parent Guide to Digital Device Expectations

Technology plays an important role in education at British International School, Phuket. It provides opportunities for students to learn, create, communicate and collaborate. However, we also recognise the importance of maintaining a healthy balance between digital learning, wellbeing, physical activity, creativity and face-to-face relationships.

Parents are important partners in helping students develop safe, responsible and healthy technology habits.

This summary highlights the key expectations from the BISP Device Use and Digital Technology Policy.

1. Our Shared Approach

At BISP, we believe that:

- Technology should enhance learning, not replace good teaching or personal interaction.
- Students should develop responsible digital habits from an early age.
- Access to technology comes with responsibility.
- Students should learn to use technology safely, ethically and respectfully.
- Digital wellbeing is an essential part of student wellbeing.

We encourage families to discuss technology use regularly and support children in developing positive online behaviours.

2. Expectations by School Phase

Early Years

Technology is introduced carefully through supervised, collaborative learning experiences.

Students:

- Use School-owned devices only;
- Use technology under direct adult supervision;
- Engage in purposeful activities that support learning and creativity.

Personal devices, including tablets, smart watches and mobile phones, are not permitted unless required for an approved medical or accessibility reason.

Primary Years 1–5

Students use School-provided technology to support learning.

Students should not bring personal devices to school, including:

- Laptops;
- Tablets;
- Mobile phones;
- Smart watches or communication devices.

Exceptions may only be approved by the School where required for:

- Medical needs;
- Disability support; or
- Identified learning needs.

Parents are encouraged to consider whether children at this age require personal access to digital devices outside school and to establish healthy boundaries around screen use at home.

Year 6

Year 6 students begin the transition towards Secondary School through participation in the BISP Bring Your Own Device (BYOD) programme.

Students:

- Use an approved laptop for educational purposes;
- Develop responsible digital learning habits;
- Learn how to manage technology independently.

Mobile phones are not permitted unless specifically approved by the Head of Primary.

Secondary Years 7–13

Students participate in the BISP BYOD programme.

Students are expected to:

- Bring an approved laptop for learning;
- Use technology responsibly;
- Follow classroom expectations;
- Demonstrate increasing independence and digital maturity.

Students may bring mobile phones to school; however, phones must remain **Off and Away** during the school day unless specifically authorised.

3. Bring Your Own Device (BYOD)

The BYOD programme supports student learning by providing access to appropriate digital tools.

Parents are responsible for ensuring that:

- Devices meet the published BISP specifications;
- Devices are maintained in good working order;
- Devices are appropriately protected;
- Students bring devices fully charged each day.

Parents should understand that:

- Students are responsible for their own devices;
- The School cannot accept responsibility for loss, theft or accidental damage;
- Devices should be clearly labelled with the student's name.

The purpose of BYOD is to enhance learning, not increase recreational screen time during the school day.

4. Mobile Phones

BISP aims to maintain a focused, social and phone-free learning environment.

We encourage students to leave phones at home wherever possible.

Primary and Year 6

Mobile phones are not permitted unless specifically approved by the School.

Secondary

Students may bring mobile phones to school; however:

- Phones must remain **Off and Away** during the school day;
- Students should not contact parents directly during school hours except in exceptional circumstances;
- Parents should contact students through the School Office where urgent communication is required.

This approach supports:

- Concentration in lessons;
- Positive social interaction;
- Student wellbeing;
- Independence and responsibility.

5. Supporting Healthy Screen Time

Parents play an important role in helping children develop healthy technology habits.

Families are encouraged to:

- Establish clear expectations for technology use at home;
- Encourage device-free family time;
- Prioritise sleep, exercise, reading and social interaction;

- Discuss online experiences regularly;
- Model positive technology behaviours.

Recommended approaches include:

- Avoiding devices immediately before bedtime;
- Creating technology-free areas or times at home;
- Encouraging children to take regular breaks from screens.

6. Online Safety and Digital Citizenship

BISP teaches students to become responsible digital citizens.

Parents can support this by discussing:

- Respectful online communication;
- Privacy and personal information;
- Online friendships and relationships;
- Cyberbullying;
- Misinformation;
- Appropriate online content;
- The long-term impact of a digital footprint.

Parents are encouraged to know which platforms, games and applications their children use and to understand the associated risks and age recommendations.

7. Artificial Intelligence (AI)

Artificial intelligence is becoming an increasingly important part of education and society.

BISP encourages students to explore AI responsibly.

Parents should reinforce that:

- AI should support learning, not replace independent thinking;
- Students must be honest about when AI has been used;
- Submitting AI-generated work as their own may be considered academic malpractice;
- Students must evaluate whether AI information is accurate and reliable.

8. Parent Use of Devices on Campus

Parents are valued members of the BISP community and are asked to model responsible technology use.

Parents should:

- ✓ Use devices respectfully on campus.
- ✓ Protect the privacy of students and families.

- ✓ Seek permission before photographing or recording students.
- ✓ Avoid contacting students directly through personal devices during the school day.

Parents should not:

- ✗ Use personal devices as entertainment devices whilst on campus.
- ✗ Give younger students devices for entertainment whilst on campus.
- ✗ Photograph or record other students without appropriate permission.
- ✗ Share images or videos of students without considering privacy and safeguarding

9. Working Together

Technology expectations are most successful when School and families work together.

Parents can help by:

- Discussing the BISP expectations with their child;
- Encouraging responsible choices;
- Supporting School decisions regarding technology use;
- Communicating concerns or questions with the School.

Our shared goal is to ensure students become confident, responsible and ethical users of technology.

BISP Digital Partnership Commitment

As a BISP parent/guardian, I will support my child by:

- ✓ Encouraging safe and responsible technology use.
- ✓ Supporting healthy screen habits.
- ✓ Respecting School expectations regarding devices.
- ✓ Encouraging kindness and respect online.
- ✓ Working with the School to support my child's digital wellbeing.

Together, we can help our students become responsible digital citizens prepared for the future.

Appendix 3: Acceptable Use Agreement

BISP Digital Technology

At British International School, Phuket, we believe technology provides powerful opportunities for learning, creativity, communication and collaboration.

Student Commitment

As a BISP student, I understand that technology is a privilege that comes with responsibility.

I agree to:

- ✓ Use technology to support my learning and personal growth.
- ✓ Use School systems, devices and digital resources responsibly.
- ✓ Follow instructions from teachers and staff regarding when and how technology should be used.
- ✓ Respect the privacy, dignity and rights of others online and offline.
- ✓ Communicate respectfully in all digital environments.
- ✓ Protect my own personal information and respect the information of others.
- ✓ Keep my passwords secure and never share my account details.
- ✓ Take care of School-owned equipment and my own personal devices.
- ✓ Report damage, loss, security concerns or inappropriate online behaviour to a trusted adult.
- ✓ Use artificial intelligence and emerging technologies honestly and responsibly.
- ✓ Ensure that my digital actions reflect the values of British International School, Phuket.

Device Use Expectations

I understand that:

- ✓ Devices should only be used for authorised educational purposes during the school day.
- ✓ Devices must be **Off and Away** when they are not required for learning.
- ✓ Mobile phones and wearable technology must follow BISP expectations.
- ✓ Device-Free Zones must be respected.
- ✓ Teachers may require devices to be closed, stored or put away at any time.
- ✓ Personal devices remain my responsibility while on campus.

Academic Integrity and Artificial Intelligence

I understand that technology should support my own learning.

I agree to:

- ✓ Complete work that represents my own knowledge, skills and understanding.
- ✓ Acknowledge sources appropriately.

- ✓ Follow teacher instructions regarding the use of AI tools.
- ✓ Be honest about when and how AI has been used.
- ✓ Use AI to support learning rather than replace my own thinking.

I understand that using technology dishonestly, including submitting work created by others or unauthorised AI use, may be considered academic malpractice.

Online Safety and Digital Citizenship

I understand that my behaviour online is part of my responsibility as a member of the BISP community.

I agree to:

- ✓ Treat others with kindness and respect online.
- ✓ Think carefully before posting, sharing or commenting.
- ✓ Avoid behaviour that may harm, embarrass, exclude or upset others.
- ✓ Report online concerns, unsafe content or inappropriate behaviour.
- ✓ Maintain a positive digital footprint.

Parent/Guardian Commitment

As a parent/guardian, I agree to support BISP's expectations by:

- ✓ Discussing responsible technology use with my child.
- ✓ Supporting healthy screen habits at home.
- ✓ Encouraging safe and respectful online behaviour.
- ✓ Supporting the School's approach to mobile phones, BYOD and device use.
- ✓ Encouraging my child to balance technology use with physical activity, creativity, reading and social interaction.
- ✓ Understanding that personal devices brought to School remain my child's responsibility.

Parent Use of Technology on Campus

I understand that parents are role models for responsible technology use.

I agree to:

- ✓ Respect student and staff privacy.
- ✓ Seek appropriate permission before photographing or recording students.
- ✓ Avoid sharing images or videos of students without appropriate consideration of privacy and safeguarding.
- ✓ Avoid using personal devices in ways that distract from the School environment.

BISP Device Use and Digital Learning Policy

I understand that:

- Photography or recording in private areas such as toilets and changing rooms is prohibited;
- Parents should not contact students directly through personal devices during the school day except in exceptional circumstances;
- Urgent communication should take place through the School Office.

Together, we will use technology to learn, create, communicate and collaborate in ways that reflect our values of respect, compassion and integrity.