

## Electronic Addiction Policy

### 1. Purpose

The purpose of this policy is to promote healthy, balanced, and responsible use of electronic devices among students. The school recognizes the importance of technology in education, but also acknowledges the risks of overuse, which can negatively affect students' academic performance, physical health, mental well-being, and social development.

### 2. Scope

This policy applies to all students of the school, both during school hours and in connection with school-related activities. It covers the use of:

- Smartphones and tablets
- Laptops and computers
- Video games and online gaming
- Social media and entertainment apps
- Any other digital devices used for non-academic purposes

### 3. Definition of Electronic Addiction

Electronic addiction is the excessive, compulsive, or uncontrolled use of electronic devices that interferes with a student's:

- Academic responsibilities
- Physical and mental health
- Sleep and rest
- Social interaction and family relationships
- Participation in extracurricular and outdoor activities

### 4. Policy Guidelines

#### 4.1 Use During School Hours

- Mobile phones and personal devices must be switched off and kept in bags during school hours, unless explicitly approved by a teacher for educational purposes.
- Gaming, non-academic browsing, or use of entertainment apps during class or breaks is strictly prohibited.

#### 4.2 Healthy Usage

- Students are encouraged to limit non-educational screen time to no more than **2 hours per day** outside of school.
- Parents are expected to support the school in monitoring and regulating their child's device use at home.

#### **Age-Appropriate Applications**

- FS – Year 2: Learning apps such as Raz Plus, Lexia Core5, Collins eBooks. No access to social media, messaging, or gaming platforms.
- Year 3 – Year 6: Expanded access to Class Dojo, Google Workspace for Education, Century Tech. Still restricted from social media and entertainment apps.
- Year 7 – Year 9: Allowed to use Office 365, coding platforms (Scratch, Python basics), research tools under supervision. Social media and non-educational streaming apps remain restricted during school days.

#### **4.3 Digital Balance**

- The school will encourage participation in physical activities, arts, reading, and face-to-face social interaction as alternatives to excessive screen use.
- Students must not use electronic devices during school assemblies, sports activities, or social events unless directed.

#### **4.4 Cyber Wellness Education**

##### **Parent Cooperation & Support**

- The school will provide quarterly workshops for parents on healthy digital habits, parental control tools, and AI ethics.
- Parents are expected to mirror school restrictions at home by monitoring device use, encouraging balanced offline activities, and supporting digital wellness initiatives.

### **5. Grounds for Violations and Consequences**

#### **Minor Violations**

- Using a phone/device during class without permission.
- Excessive use of electronic devices during breaks.
- Playing games or browsing social media on school devices.

#### **Consequences:**

- Verbal warning.
- Device confiscation for the day.

- Parent notification if repeated.

### **Moderate Violations**

- Repeated disruption in class due to device use.
- Excessive absenteeism, fatigue, or poor performance linked to electronic overuse.
- Ignoring school reminders or teacher instructions about device use.

### **Consequences:**

- Written warning and parent meeting.
- Device confiscation for a longer period (e.g., 1 week).
- Referral to school counselor for support on managing device usage.

### **Severe Violations**

- Refusal to comply with the school's electronic use rules.
- Signs of addiction (e.g., inability to function in school due to late-night gaming/social media use).
- Use of electronic devices for harmful behavior (e.g., cyberbullying, accessing inappropriate content).

### **Consequences:**

- Suspension of device privileges in school.
- Mandatory counseling sessions.
- Disciplinary action up to suspension from school (in extreme cases).

## **6. Roles and Responsibilities**

- **Students:** Must comply with responsible use of devices and report if peers are struggling with electronic addiction.
- **Parents:** Should monitor device use at home, set boundaries, and cooperate with the school's guidelines.
  - Establish device timeout rules at home (e.g., maximum 2 hours of non-academic use, no device use after 9:00 pm).
  - Create device-free zones such as dining tables and bedrooms.
  - Use parental control apps (e.g., Family Link, Screen Time, Qustodio) to monitor and manage usage.
  - Reinforce school restrictions by blocking age-inappropriate apps on home devices.

- **Teachers & Counselors:** Will educate students on responsible use, monitor device usage, and provide guidance when needed.

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