

AICS Device Agreement 2025-26

Primary agreements

Shared Classroom Devices (iPads and MacBooks)

- Each teacher is expected to work with their class at the beginning of the year to co-create device agreements as part of their classroom agreements.
- Students should follow the classroom device agreements when using the MacBooks and iPads and only use them for learning as directed by the teachers.
- If students do not follow the agreements, they will lose access to the shared devices for a period of time determined by the class teacher.
- To support individual learning or communication needs, some Firefly students may use a school iPad in all areas of the school.

Personal Devices

- Students in Groups 1-5 and Fireflies should not bring any personal devices to school (including smartphones, smart watches and air tags).
- Students in Groups 6 and 7 may bring personal devices to school if they need them for the journey to or from school.
- In Groups 6 and 7, students are responsible for handing in their personal devices to their teacher at the beginning of the day and collecting them at hometime.
- Devices are kept in a locked cupboard throughout the school day.
- Students may not use personal devices during the day; any family contact must be made through the Welcome Desk.

Secondary agreements

- Phones
 - No phones. Phones must be placed in student lockers during the day.
 - Phones may be used for educational purposes *at the discretion of the teacher*.
 - Should a phone be confiscated, the owner may collect the phone from the Welcome Desk at 16:30.
- Breaktimes
 - Students are device free during all breaks (*this includes all electronic devices*).

- All students must spend their lunch break in the designated social areas
- Should DP/CP students wish to study during their breaks, they may do so in the Library.

FAQ

- **What is a device?**
 - A device is any personal electronic item.
- **May I use my phone when I arrive at school or as I leave school?**
 - When entering or leaving the school, it is expected that you keep both your phone and earpods/headphones in your bag or pocket. They should not be visible.
- **What happens if a personal device is brought to school by a student in Groups 1-5 or Fireflies?**
 - The personal device will be taken by the class teacher and returned to the parents at hometime, with a reminder not to bring them again.
- **May I use my phone to call/message my parents?**
 - If you need to contact a family member, please ask a staff member for assistance.
- **May I use my laptop during iStudy/free periods?**
 - Yes, for academic purposes in academic areas.
- **May I still use my headphones?**
 - Headphones may only be used at the discretion of the class teacher when in class or studying in an academic area.
- **May I listen to music in class?**
 - Students may listen to music in class at the discretion of the class teacher.
- **What about the DP/CP room/space? May we use our devices in these areas during break times?**
 - No. If you wish to study during break time, you may go to the Library.
- **I need to use my phone to record something for school purposes. What should I do?**
 - Get consent from a teacher, they will inform staff members via the staff chat.
- **I'm in school on Thursday morning. What can I do?**
 - This is unstructured learning time, therefore use it to focus on your academics (think CORE!). Your phone must be in your locker, you may use your laptop in academic areas.

- **I'm off campus during break. Can I still use my phone?**
 - Yes, this is your choice. However we do encourage you to take a screen-free break and socialise with people in the real world!
- **I finish before 16:30, can I collect my confiscated device earlier?**
 - No, confiscated devices may only be collected at 16:30.
- **How can I ensure that my phone will be safe?***
 - Your phone will be safe in your locker as you have a personal keycard to unlock it.
 - When a phone is confiscated, the staff member will label it with your name and class and hand it in to the Welcome Desk. When collecting it, you will be required to identify and unlock it, so make sure only you have the access code!
- **Can I use my phone to pay at the canteen?**
 - No, you must use a physical card.

**If you choose to bring a personal device to school it is at your own risk. The school does not take responsibility for the device in any event or loss/theft/damage.*