



TED ALIĞA KOLEJİ VAKFI ÖZEL ÖĞRETİM KURUMLARI PERSONAL DEVICE AND MOBILE PHONES USE POLICY

Students' use their personal devices and mobile phones:

Circular No. 24301423-918.99-E.8310247 on the Taking of Safety Measures in Schools:

Item Y:

In the use of IT tools and social media in schools and institutions;

- Harmful, divisive, destructive, not used by society for violent purposes that are incompatible with the general code of ethics,
- Maintaining necessary measures and observations in order to prevent material and moral damage to educational activities and individuals,
- No voice, verbal, written or visual content is allowed in schools and institutions and educational environments, which encourages immoral and intense violence.
- Classrooms, laboratories, etc. not to allow the use of communication tools in the areas where education and training activities are carried out and to take necessary measures,

1. Based on the relevant circular published by the Ministry of National Education, our students can use their mobile phones and so on. prohibited the use of electronic devices in school.
2. It is strictly forbidden to use information tools outside the school management and teacher's knowledge and permission.
3. The students' mobile phones are collected by the class heads during the 1st class hour and delivered to the Guidance service within the box. The guidance service keeps all phones in a locked cupboard. At the last lesson, the phones are picked up and distributed again by the class heads.
4. Students are responsible for mobile phones or personal devices brought to school. The school is not responsible for any loss or damage.
5. The use of children's mobile phones or personal devices in the training event shall be realized when approved by the school administration.
6. A student will be allowed to use the school phone when a student needs to call his parents.
7. Parents are informed about the policy applied to the mobile phone. During school hours, they are advised to contact the school administration for communication with their children.

The use of personal devices and mobile phones of staff:

1. Staff is not allowed to contact their personal phones or devices with students in or outside the environment.
2. Staff does not use personal devices such as mobile phones, tablets or cameras to take pictures or videos of children and use equipment provided only for this purpose.
3. The staff does not use any personal device directly with children.
4. The staff closes personal mobile phones and devices during class hours or switches to silent mode.
5. Bluetooth or other forms of communication must be "hidden" or closed during the course hours.
6. Disciplinary action is taken when a staff member violates the school policy.
7. The police will be contacted if a staff member has illegal content that is recorded or stored in a mobile phone or in a personal device or has committed a criminal offense.
8. Any claim involving personnel to use their mobile phone or devices personally will be responded to following a school management policy.

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