

# GIC Senior School Technology, Mobile Device and AI Policy

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Reviewed: April 2026

Next review: April 2027

Applies to: GIC Senior students and, where relevant, staff

## Overview

Technology plays an important role in 21st century learning. It allows students to research, create, organise, communicate and access digital resources. However, technology can also create distraction, misuse, online safety concerns, cyberbullying and academic dishonesty.

This policy sets out the expectations for the responsible, safe and purposeful use of technology at GIC Senior.

**Technology may be used in school only when it supports learning and when a teacher has given permission.**

## Personal Devices

Students should bring a suitable personal device, such as a laptop or tablet, to school each day when required. These devices may be used for research, accessing resources, completing classwork and organising study notes.

Use of personal devices in class must be directed and actively supervised by the teacher. **Students may only use devices for learning purposes and only when instructed to do so.**

Students remain responsible for the care and security of their own devices while at school. GIC Senior cannot accept responsibility for loss, theft or damage to personal devices.

The school will continue to provide notebooks and physical resources for students. Students are not required to complete all work digitally.

## Mobile Phones and Smart Devices

**GIC Senior operates a phone-free school day.**

Students who bring a mobile phone to school must hand it in on arrival. Phones will be stored securely in the school office during the school day. Phones may only be collected when students are leaving the school property at the end of the school day.

As stated in the GIC Senior Communication Policy, parents and students should not communicate directly through personal devices during the school day. Any necessary contact between home and student must go through the school office.

**Students should not collect their phones and then remain on school premises. Once collected, phones must remain put away until students have left the school site.**

Any student who collects a phone and then uses it while still on school property will be treated as having breached the phone-free school day rule.

Smart watches or wearable devices with phone-like functions are not permitted to be used during the school day. This includes devices that can make or receive calls, send or receive messages, access social media, take photographs, record audio/video, or receive notifications. If brought to school, such devices must be handed in with mobile phones on arrival and collected only when the student is leaving the school property.

The same rule applies to any device that can be used for communication or distraction in the same way as a phone.

## Use of Technology in Lessons

Teachers will decide when technology is appropriate in lessons. Students may be asked to use devices for:

- research;
- accessing Google Classroom, Gmail or other school-approved platforms;
- typing extended work;
- using subject-specific applications;
- creating presentations, documents or spreadsheets;
- completing online quizzes or assessments;
- organising study notes.

Students must not use technology in lessons for:

- gaming;
- social media;
- instant messaging;
- watching unrelated videos;
- shopping or browsing unrelated websites;
- using AI tools unless specifically permitted;
- taking photographs, videos or recordings without permission.

When a teacher asks students to close devices, lower screens or stop using technology, students must do so immediately.

Once a technology-based activity has finished, students must close their laptops or tablets. Devices should not remain open during teacher explanations, class discussion, written work, group discussion, or any activity where technology is no longer required.

**An open laptop or tablet should not be the default classroom position.**

## Active Monitoring of Student Device Use

When students are using laptops, tablets or other approved devices in lessons, teachers are expected to actively monitor their use.

Teachers should not assume students are using devices appropriately simply because they appear to be working. Where possible, teachers should:

- move around the classroom regularly;
- position themselves so student screens can be seen;
- avoid remaining only at the front of the room when students are working on devices;
- ask students to angle or lower screens when appropriate;
- use seating arrangements that allow reasonable supervision of screens;
- check that students are using the correct websites, documents or applications;
- give clear instructions about exactly what students should be doing online;
- set time limits and checkpoints for digital tasks.

Where practical, teachers should avoid classroom arrangements where the backs of computer screens face the teacher for long periods without movement or supervision.

If a student misuses a device, the teacher may ask the student to close the device, move seats, complete the task on paper, or hand over the device in line with this policy and the GIC Senior Behaviour Policy.

## Break and Lunch Time Device Use

Students may not use laptops, tablets, phones, smart watches, earbuds, headphones or other personal devices during snack, lunch or other break times.

All devices should be switched off or on silent and kept in students' bags during break and lunch times, unless a member of staff has given specific permission for a school-related reason.

Staff on break and lunch duties should be vigilant for students using laptops, tablets or other devices around the school site. If a student is seen using a device during break or lunch without permission, the device should be confiscated and handed to the school office for safe keeping.

Repeated or deliberate misuse should be followed up in line with the GIC Senior Behaviour Policy.

Break and lunch times are intended for students to be active, social and away from screens.

## Staff Use of Mobile Phones and Technology

Staff are expected to model responsible and professional use of technology during the school day.

Mobile phones should not be used by staff in lessons for personal reasons, except in urgent or exceptional circumstances. During teaching time, staff phones should normally be kept out of sight and on silent.

Staff may use mobile phones or personal devices in class only when there is a clear professional or educational purpose, such as:

- taking the register;
- accessing school communication systems;
- using two-factor authentication;
- timing activities;
- supporting a lesson activity;
- dealing with an urgent school or safeguarding matter.

Staff must not use mobile phones in class for personal messaging, social media, private calls, browsing unrelated content or any activity that distracts from teaching and supervision.

**Staff should avoid using personal phones in front of students unless necessary, as adult behaviour sets the standard for student behaviour.**

## Inappropriate Use of Technology

The following behaviours are not permitted on school premises or during school activities:

- playing games, including but not limited to Fortnite, Roblox, Minecraft or similar;
- accessing or using social media;
- messaging parents, friends or other students directly during the school day;
- using technology to distract others;
- accessing inappropriate, offensive or harmful content;
- taking, sharing or editing images, videos or audio recordings without permission;
- sharing another student's work, image, personal information or messages without permission;
- bypassing school filters or using VPNs/proxy services to avoid school restrictions;
- using another student's account or allowing another student to use your account;
- damaging, tampering with or interfering with school technology systems;
- using AI tools dishonestly or without permission.

In cases of repeated or serious misuse, the GIC Senior Behaviour Policy will be followed.

## Artificial Intelligence and Academic Honesty

Generative AI tools, including ChatGPT, Microsoft Copilot, Gemini and similar tools, can support learning when used responsibly. However, they can also be misused to avoid thinking, copy work or produce assignments that do not represent a student's own understanding.

**Students may use AI tools only when a teacher has clearly given permission.**

AI may be used, with permission, to:

- explain difficult concepts;
- generate revision questions;
- suggest improvements to writing;
- help plan or organise ideas;
- practise vocabulary, grammar or problem-solving;
- provide feedback on work written by the student.

AI must not be used to:

- complete homework or coursework on behalf of the student;
- write essays, reports or answers that are submitted as the student's own work;
- generate exam-style answers for submission;
- produce coursework for Cambridge or other external assessment;
- create false references, sources or data;
- avoid reading, thinking, calculating or drafting independently.

Where AI has been used in a significant way, students may be asked to explain how it was used and to show earlier drafts, notes or working.

Submitting AI-generated work as one's own may be treated as academic dishonesty and dealt with under the Behaviour Policy and/or assessment malpractice procedures.

## Student Email and Online Communication

All GIC Senior students should have a Gmail account that can be used for school communication, submitting work and accessing resources.

Emails to teachers and staff must be respectful, clear, relevant to learning or school matters, and written in an appropriate tone.

Students must not use school-related email or online platforms to send unkind, offensive, inappropriate or unnecessary messages.

Teachers are not expected to respond immediately to emails outside normal working hours.

## Cyberbullying

Cyberbullying is not acceptable and will be taken very seriously by GIC Senior.

Cyberbullying may include:

- sending threatening, unkind or humiliating messages;
- sharing images, screenshots or videos to embarrass someone;
- excluding, targeting or mocking others online;
- creating fake accounts;
- spreading rumours online;
- using AI or editing tools to create harmful or misleading content about another person.

If a student experiences cyberbullying, they should take screenshots or save evidence and report the matter to a teacher, tutor or member of the Senior Leadership Team.

In cases of cyberbullying, the GIC Senior Behaviour Policy will be followed. Serious cases may result in immediate suspension or exclusion from school.

## Photography, Video and Audio Recording

Students must not take photographs, videos or audio recordings of students, staff or visitors without clear permission from a teacher.

Recording is never permitted in toilets, changing areas or private spaces.

Images, videos or recordings must not be uploaded, shared, edited or posted online without permission.

Misuse of images, videos or recordings will be treated as a serious breach of this policy.

## Online Safety, Privacy and Passwords

Students are expected to behave safely and responsibly online.

Students must:

- keep passwords private;
- log out of shared devices;
- report suspicious messages, links or files;
- avoid sharing personal information online;
- use only age-appropriate and school-approved services;
- tell a teacher if they accidentally access inappropriate or worrying content.

Students must not:

- share passwords;
- attempt to access another person's account;
- use VPNs or proxy sites to bypass restrictions;
- download unauthorised software;
- deliberately search for harmful or inappropriate content.

## Technology Requirements

To progress effectively through the Cambridge ICT and Computer Science curricula, students may require specific technology and applications.

Some parts of the Cambridge IGCSE Computer Science course require Microsoft Access, which is only compatible with Windows.

All students are expected to have a suitable scientific calculator. The recommended model is: Casio ClassWiz fx-83GT CW / fx-85GT CW.

Students studying subjects with additional technology requirements will be informed by their subject teachers.

## Sanctions and Consequences

If a student misuses technology, the school may take appropriate action. This may include:

- verbal warning;
- closing the device;
- completing work on paper;
- confiscation of the device for the day;
- parent contact;
- loss of privilege to bring or use a personal device;
- detention;
- meeting with parents;
- suspension or exclusion in serious cases.

Serious misuse includes cyberbullying, inappropriate recording, accessing harmful content, repeated defiance, academic dishonesty or using technology to harm another student.

## Parent Communication

Parents are asked to support the school by:

- ensuring students understand and follow this policy;
- not contacting students directly during the school day;
- contacting the school office in urgent situations;
- monitoring their child's technology use at home;
- discussing responsible AI, social media and screen use with their child.

## Review

This policy will be reviewed regularly to reflect changes in technology, curriculum requirements, safeguarding practice and school needs.

**Policy reviewed by:**

**Mr Curtis, Ms Angela and Mr Nick**

**Date: [30/04/2026]**