



المدرسة القلبيئية  
THE PHILIPPINE SCHOOL

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

Baniyas East 7, Abu Dhabi  
United Arab Emirates  
PO Box 10483

Phone: +971 2 583 1044  
Email: tpsauh.info@gmail.com  
principal.tpsauh06@gmail.com  
9252@adek.gov.ae

# THE PHILIPPINE SCHOOL ABU DHABI DIGITAL SCHOOL POLICY

## Guidelines on the use and bringing of Digital Devices and Gadgets

A.Y 2025–2026



## **I. RATIONALE**

The Philippine School Abu Dhabi recognizes that digital technology plays a vital role in enhancing teaching, learning, communication, and digital literacy. However, the use of digital devices also presents risks related to student safety, wellbeing, data privacy, academic integrity, and digital misconduct.

In compliance with the ADEK School Digital Policy, effective AY 2024/25 and mandatory for full compliance by AY 2025/26, TPS-AD establishes these guidelines to ensure that the use and bringing of digital devices within school premises is safe, responsible, developmentally appropriate, and aligned with educational purposes. These guidelines also reinforce the school's commitment to safeguarding students and protecting personal data while promoting responsible digital citizenship.

## **II. OBJECTIVES**

This policy aims to:

1. Regulate the bringing and use of digital devices within school premises and during school-related activities.
2. Ensure that digital devices are used strictly for academic and school-approved purposes.
3. Protect students from digital risks, including cyberbullying, inappropriate content, and excessive screen use.
4. Promote digital responsibility, discipline, and academic integrity among students.
5. Safeguard personal data, privacy, and cybersecurity in compliance with UAE laws and ADEK requirements.
6. Clearly define the roles and responsibilities of students, parents, teachers, and school administrators in digital device management.

## **III. SCOPE OF THE POLICY**

This policy applies to:

- A. All students from Kindergarten to Senior High School
- B. Parents and guardians
- C. Teaching and non-teaching staff
- D. Visitors and external partners, Third Party and Stakeholder
- E. All digital devices used on school premises, during school hours, and in school-related activities (on-site or off-site)

#### IV. DEFINITION OF DIGITAL DEVICES

In accordance with ADEK, digital devices include but are not limited to:

- A. Mobile phones / cellphones
- B. Tablets and iPads
- C. Laptops and notebooks
- D. Smart watches and similar wearable devices
- E. Any device capable of audio, video, text communication, or internet access

#### V. GUIDELINES ON BRINGING DIGITAL DEVICES

##### 1. **General Rule**

- Students are discouraged from bringing personal digital devices unless explicitly required for academic purposes and approved by the school.

##### 2. **Permitted Devices**

- Devices allowed only upon:
  - A. Teacher's instructional requirement
  - B. School-approved academic activity
  - C. Assistive technology needs stated in a documented learning plan

##### 3. **Responsibility**

- The school shall not be held liable for loss, damage, or theft of personal devices brought to school.

##### 4. **Parental Responsibility**

- Parents are responsible for monitoring their child's device use outside school hours and premises, in line with ADEK expectations.

#### VI. GUIDELINES ON THE USE OF DIGITAL DEVICES IN SCHOOL

##### 1. **Academic Use Only**

- Digital devices may only be used:
  - A. During teacher-directed activities
  - B. For research, presentations, assessments, and learning platforms approved by the school

##### 2. **Prohibited Use**

- The following are strictly prohibited:
  - A. Use during class without teacher permission
  - B. Accessing social media, games, or non-academic sites

- C. Recording, photographing, or sharing content without consent
- D. Cyberbullying, harassment, or inappropriate communication
- E. Use of VPNs unless explicitly authorized for educational purposes

### 3. **Collection and Storage**

- All gadgets may be collected by class advisers at the start of the school day or activity and stored in designated class or office containers, as part of school discipline and safety procedures.

## VII. SAFEGUARDING, DISCIPLINE, AND DIGITAL INCIDENTS

### 1. **Digital Safeguarding**

- The school shall implement:
  - A. Internet filtering and monitoring systems
  - B. Age-appropriate digital safety education
  - C. Procedures to address risky or excessive digital behavior

### 2. **Digital Incidents**

- Any misuse of digital devices shall be treated as a digital incident and handled in accordance with:
  - A. TPS-AUH Student Behavior Management Policy
  - B. TPS-AUH Student Protection Policy
  - C. ADEK reporting and documentation requirements

### 3. **Disciplinary Actions**

- Violations may result in:
  - A. Confiscation of device
  - B. Parent conference
  - C. Behavioral sanctions
  - D. Counseling and CPO intervention
  - E. Further actions depending on severity and recurrence

## VIII. DATA PRIVACY AND CYBERSECURITY

1. TPS-AUH shall comply with **Federal Decree Law No. (45) of 2021 on the Protection of Personal Data.**
2. Students and staff are prohibited from sharing:
  - A. Login credentials
  - B. Confidential school data
  - C. Personal information of others
3. All digital platforms used must be **school-approved** and compliant with ADEK data protection standards.

## IX. ROLES AND RESPONSIBILITIES

## **A. School Administration**

The School Administration shall ensure the **effective implementation, monitoring, and compliance** of the Digital School Policy in accordance with **ADEK regulations and UAE laws**. This shall be carried out through the collaborative leadership of the following key personnel:

### *1. Principal*

- Provide overall leadership and accountability in the implementation of the Digital School Policy.
- Ensure that the policy is properly communicated to students, parents, teachers, and staff.
- Approve disciplinary actions and official reports related to serious digital incidents.
- Ensure that all digital incidents are properly documented and compliant with ADEK requirements.

### *2. Child Protection Officer (CPO)*

- Lead safeguarding measures related to digital use and online safety.
- Handle and document digital incidents involving student protection, cyberbullying, online abuse, or inappropriate digital behavior.
- Conduct risk assessments and coordinate interventions in line with the Student Protection Policy and Wadeema's Law.
- Liaise with ADEK and other relevant authorities when required.

### *3. Guidance Counselor*

- Provide counseling, intervention, and behavioral support for students involved in digital incidents.
- Implement preventive programs on digital wellbeing, responsible online behavior, and cyber awareness.
- Support students exhibiting signs of digital addiction, cyber-related stress, or emotional distress.
- Collaborate with parents, teachers, and the CPO in student intervention plans.

### *4. Prefect of Discipline*

- Enforce discipline related to the use and possession of digital devices, report and collaborate with the Child Protection Officer (CPO) within school premises.
- Monitor compliance during class hours, school activities, and transitions.
- Coordinate with class advisers and subject teachers in implementing device collection and monitoring procedures.

- Report violations and incidents to the School Administration, Child Protection Officer (CPO), and Guidance Counselor for appropriate action.

#### **B. Teachers and Class Advisers**

- Enforce classroom-level digital rules and supervise device use.
- Collect and secure students' digital devices when required.
- Report violations and concerns promptly to the Child Protection Officer (CPO), Guidance Counselor, or Prefect of Discipline.

#### **C. Students**

- Comply fully with the Digital School Policy and use devices responsibly and for academic purposes only.

#### **D. Parents / Guardians**

- Support the school in enforcing this policy and monitor device usage outside school hours and premises.

#### **E.Third Party/Stakeholders/PTC/Governing Council**

### **X. LEGISLATION AND POLICY BASIS**

This policy is guided by and aligned with:

1. ADEK School Digital Policy (Version 1.1, September 2024)
2. Federal Decree Law No. (45) of 2021 – Protection of Personal Data
3. Federal Decree Law No. (3) of 2016 – Child Rights Law (Wadeema)
4. Federal Decree Law No. (34) of 2021 – Combatting Rumors and Cybercrimes
5. Federal Decree Law No. (38) of 2021 – Copyrights and Related Rights
6. ADEK School Student Protection Policy
7. ADEK School Student Behavior Policy

### **XI. REFERENCES**

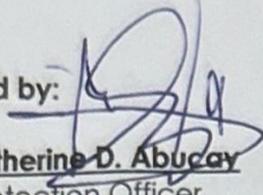
Abu Dhabi Department of Education and Knowledge (ADEK). (2024). *ADEK School Digital Policy* (Version 1.1).

Federal Decree Law No. (45) of 2021 on the Protection of Personal Data.

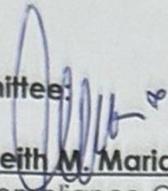
Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).

Ministry of Education (MoE). National Policy for the Prevention of Bullying in Educational Institutions.

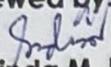
Prepared by:

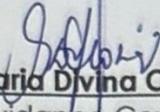
  
**Louis Katherine D. Abucay**  
Child Protection Officer

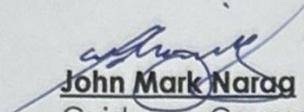
Committee:

  
**June Keith M. Mariano**  
OHS/Compliance Officer

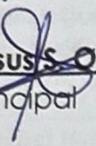
Reviewed by:

  
**Luzminda M. Divino**  
Vice Principal

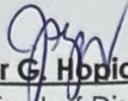
  
**Maria Divina C. Leoncio**  
Guidance Counselor

  
**John Mark Narag**  
Guidance Counselor

Approved by:

  
**Jesus S. Ostos Jr.**  
Principal



  
**Kier G. Hopia**  
Prefect of Discipline

#### ACKNOWLEDGEMENT

I/We hereby acknowledge that I/we have received, read, understood, and agreed to comply with the Digital School Policy Guidelines on the Use and Bringing of Digital Devices and Gadgets of The Philippine School Abu Dhabi (TPS-AD) for Academic Year 2025–2026.

I/We understand that this policy is implemented in accordance with the ADEK School Digital Policy, UAE laws, and school safeguarding, data privacy, and student protection regulations.

#### UNDERTAKING

By signing this form, I/we agree to the following:

- ✓ To use digital devices responsibly, ethically, and strictly for academic purposes within the school premises and during school-related activities.
- ✓ To comply with all school rules regarding the bringing, use, collection, and storage of digital devices.
- ✓ To respect digital safety, data privacy, academic integrity, and safeguarding standards set by the school.
- ✓ To understand that any violation of this policy may result in disciplinary action, in accordance with the School's Student Behavior Management Policy and Student Protection Policy.
- ✓ To cooperate with the school in promoting digital citizenship, discipline, and student well-being.

## STUDENT DECLARATION

I understand my responsibilities as a student of The Philippine School Abu Dhabi and commit to following the Digital School Policy at all times.

Student Name: \_\_\_\_\_  
Grade / Section: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## PARENT / GUARDIAN DECLARATION

I acknowledge my role in monitoring and guiding my child's use of digital devices outside school premises and school hours, and I fully support the implementation of this policy.

Parent / Guardian Name: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

## TEACHER / STAFF DECLARATION

I acknowledge my responsibility to model responsible digital behavior, enforce this policy, and safeguard students while using digital technology within the school.

Name: \_\_\_\_\_  
Position / Department: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## CONFIRMATION

This acknowledgement form shall form part of the **official school records** and shall remain valid for the duration of **Academic Year 2025-2026**.

