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Digital Device Acceptable Use Policy

2025 – 2026

RVIS -25-04

Riffa Views International School (RVIS) - Digital Device Acceptable Use Policy

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DOCUMENT CONTROL	
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Purpose and Philosophy

Riffa Views International School (RVIS) is committed to promoting a culture of responsible, ethical, and empowered engagement with digital technologies. This Digital Citizenship and Privacy Policy reflects our belief that meaningful digital learning goes beyond access. It shapes how we interact, create, and engage with others both online and offline. Digital citizenship meanings practicing safe and respectful behavior, protecting privacy, and critically evaluating information, skills that are essential for success in the digital age.

At RVIS, we see digital education as an invitation to shape conscientious individuals who are informed, ethical, and civic-minded. Our policy nurtures digital identity, equips users to defend their personal data, and empowers students and faculty to co-create a positive, inclusive, and legally informed digital environment. These principles reflect our broader mission to develop learners who navigate technology with skill, character, and purpose.

A. Students

1. Device Usage by Grades

- KG–Grade 5
 - Mobile phones must be kept out of sight during school hours.
 - If brought, they must remain in the student’s bag. RVIS is not responsible for loss or theft.
- Grades 6–10
 - Mobile phones are not allowed at desks during class.
 - If carried, phones must be turned off and stored in bags or lockers. RVIS is not responsible for loss or theft.

- **Grades 11–12 (Senior Students)**

- Mobile phones are not allowed at desks during class.
- If carried, phones must be turned off and stored in bags or lockers. Again, RVIS is not responsible for loss or theft.
- Phones may only be used in class under specific direction of the classroom teacher.

2. School-Issued Devices and ICT Use

- Use of school devices must align with academic objectives and be approved by teachers.
- The school filters internet access to ensure it is age-appropriate and blocks harmful content.
- Students must follow directives from teachers regarding acceptable digital behavior.

3. Social Media and Online Conduct

- Use of social media during school hours is restricted, except for pedagogical purposes under teacher supervision.
- Online interactions must adhere to RVIS's Student Code of Conduct and reflect respect and digital citizenship values.

4. Data Privacy and Protection (Student Data)

- RVIS processes and protects personal data in compliance with Bahrain's Personal Data Protection Law (PDPL), ensuring lawfulness, transparency, and consent from parents/guardians for minors.

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- Students and guardians have the right to access, correct, or request deletion of their data. The school strictly limits and secures sensitive data like health records.
- All digital tools and platforms undergo review for PDPL-compliant data handling before being approved for educational use.

5. Responsible Use Principles

- RVIS encourages students to reflect on their use of digital tools and manage their screen time responsibly.
- The school promotes awareness of online safety, cybersecurity best practices, and good password habits.

B. Teachers

1. Device Usage and Instructional Integration

- Teachers may use devices during lessons for pedagogical purposes.
- Mobile phones should be silenced or turned off during instructional time unless required for teaching.

2. Data Privacy and Handling

- Teachers must handle all student data in compliance with PDPL standards, ensuring secure storage, limited access, obtained consent, and transparency.

3. ICT and Social Media Engagement

- Responsible use of school-approved platforms for communication and instruction is required.
- Any posts involving students (e.g., on social media) must have explicit parental consent and respect privacy protocols.

4. Digital Professional Conduct

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- Uphold a supportive digital environment, modeling best practices in digital literacy and online etiquette.
- Report any data breaches or suspicious digital activity to IT and administration immediately.

C. Governance and Compliance

- RVIS will conduct annual policy reviews, ensuring continued alignment with Bahraini law and global best practices.
- Violations of this policy may result in disciplinary or corrective action as per the school's Professional Code of Conduct.

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