Digital Device Acceptable Use Policy

2025 - 2026

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

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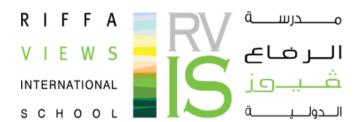
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DOCUMENT CONTROL	
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Purpose & Philosophy

In today's interconnected world, RVIS is committed to fostering a culture of responsible, ethical, and empowered engagement with digital technologies. This Digital Citizenship & Privacy Policy is grounded in the belief that meaningful digital learning goes beyond access, it shapes how we interact, create, and contribute in both virtual and real communities. Digital citizenship encompasses safe and respectful behavior, protection of privacy, and the critical evaluation of information, skills that are essential for thriving 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 not just with competence, but with character and purpose.

A. Students

1. Device Usage by Grades

- KG–Grade 5

    - Mobile phones are not permitted to be visible 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. Again, 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 & ICT Use

- Use of school devices must align with academic objectives and be approved by teachers.

- Access to internet content will be filtered and age-appropriate, protecting students from harmful online material.

- Students must follow directives from teachers regarding acceptable digital behavior.

3. Social Media & 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 & Protection (Student Data)

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

- Students (or guardians) have the right to access, correct, or request deletion of their data. Sensitive data (e.g., health records) is strictly limited and secured.

- All digital tools and platforms undergo review for PDPL-compliant data handling before being approved for educational use.

5. Responsible Use Principles

RVIS promotes a balanced and safe digital culture:

- Encourage reflection on digital tool effectiveness and screen habits.

- Foster online safety awareness, strong cybersecurity routines, and password hygiene.

- **B. Teachers**

1. Device Usage & 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 & Handling

- Teachers must handle all student data adhering to PDPL standards, secure storage, limited access, obtained consent, and transparency.

3. ICT & 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

- 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 & 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.