**ONE INTERNATIONAL SCHOOL - PERSONAL & SCHOOL PROPERTY POLICY - STUDENTS**

On occasion, students may decide to bring items to school that hold significant value. The school cannot accept any liability for personal belongings and valuables should these items be lost, stolen, or broken. To minimise the possibility of this occurring, we generally discourage students from bringing valuables to school.

**CELL PHONES, SMART WATCHES AND CAMERAS:**

Students who bring cell phones to school are able to use them before or after school, preferably outside the building. Students are not allowed to use cell phones anywhere in or on the school grounds between 8:00am and 4:30pm. During the school day students are required to keep cell phones in their backpacks with ringers silenced/turned off. The school is not responsible for lost, damaged, or stolen cell phones. Students who do not follow these cell phone rules will have their cell phone taken away for the remainder of the day by the supervising staff member. Repeated non-­‐compliance will result in a phone call to parents with the request that the cell phone be left at home. For safety reasons and protection of personal privacy, students are not allowed to take pictures of other students or school staff members with their own cell phone or digital camera while at school.

**STUDENT ACCESS TO SCHOOL PHONES:**

Student use of school phones is reserved for urgent reasons or emergency purposes only. Students must ask their class teacher or admin staff member for permission to use the office phone, providing an explanation as to why it is needed. Students will not be allowed to use any school phones to make after school plans and we respectfully request that parents encourage and assist their child in making these arrangements in advance, from home.

**E-READERS, PERSONAL LAPTOPS & IPADS:**

Students from Key Stage 3 and above are allowed to bring and use e-­readers, personal laptops, and iPads under the direction and supervision of a teacher, with awareness of and adherence to school internet use policies and understanding the school will not be held liable for loss, theft, or damage.

**LABEL ALL STUDENTS BELONGINGS!**

Please make sure student belongings (particularly jackets, sweaters or “hoodies”, pencil boxes, binders, etc.) are labeled with the student’s name so they can be returned if found around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our Lost and Found box. Parents should please ask Reception Staff at the main entrance for access to the Lost and Found box when looking for missing belongings.

**CARE OF SCHOOL PROPERTY**

Care of school property is a shared responsibility among all who use the facilities, resources and materials. Fines equal to repair or replacement costs will be imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. All damage deemed accidental, will be investigated and parents will not be fined for repair or replacement.