

BRING YOUR OWN MOBILE DEVICE POLICY

At British Council Burma Teaching Centre, students must use their mobile devices responsibly; this policy outlines how to safely use mobile devices that are owned by young learners or their parents. By mobile devices, we mean:

- Mobile and smartphones
- Tablets
- Notebooks
- Laptops
- Or any other technology that is able to access the internet.

Mobile devices are allowed in the teaching centre, but the British Council does not accept responsibility or liability for any lost, stolen or damaged devices.

YOUNG LEARNERS MUST:

- **Respect the privacy of staff, other young learners, and visitors** in the teaching centre, and never use mobile devices in private areas such as toilets, changing rooms, etc.
- **Behave respectfully towards one another**, and never use their mobile devices to hurt, bully or offend others.
- **Not take photos or make videos of other young learners or staff** without their permission.
- **Not share, store or upload pictures/video onto the internet or social media**, without the permission of staff and the people within the photo/video.
- **Tell their teacher/YLSA/Customer Service if they see anyone breaking the rules**, or if they are upset about anything they see online.
- **Not use mobile devices in lessons** without the permission of the teacher
- **Keep devices on silent mode in lessons**, unless permission has been given by a staff member to turn the volume on.
- **Follow the rules of the teaching centre**, and only use mobile devices when permitted.

In accordance with the Bring Your Own Mobile Device Policy, staff may take away and/or search mobile devices if young learners break these rules.

Parents/carers are encouraged to request young learners be responsible when using mobile devices.

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	Allowed at all times	Allowed with permission from teacher	Not allowed at any time
Mobile devices brought into the teaching centre	X		
Mobile devices used in the classroom		X	
Photos and/or videos taken of people without their permission			X
Photos and/or videos of people taken with their permission		X	
Photos and/or videos of people uploaded to the internet without their permission			X
Mobile devices used in private areas within the teaching centre (toilets, etc.)			X
Use of teaching centre wireless network		X	

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