

At British Council Vietnam centres we encourage students to use their mobile phones and other hand-held devices responsibly in their English studies.

If your teacher gives you permission to use your mobile phone in class, you must respect the following guidelines:

- 1.** It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

- 2.** When your teacher gives you permission to take out your mobile phone, always make sure that it is visible on your desk when not in use.

- 3.** Students are not allowed to make or answer voice calls on their mobiles during lessons – phones must be switched to silent mode.

- 4.** Do not use your mobile for sending personal messages to people outside the class during class time, nor for reading personal messages – this includes social networking sites such as Facebook, and messaging apps like Whatsapp.

- 5.** Do not take pictures or make video recordings of other students with your mobile phone.

- 6.** When your teacher gives you permission, you can use your phone to look up words, or find information on the internet.

- 7.** When your teacher gives you permission, you can use your phone to make audio recordings.

- 8.** If you leave the classroom for any reason, please ensure that you have your phone with you. The centre can take no responsibility for your personal belongings.

If you do not follow the rules about mobile phones that are explained above, we will regard this as a serious matter. Students who use mobile phones inappropriately will not be allowed to keep their devices with them in class. In the event of inappropriate use, we will contact students' parents.