



北京市房山区诺德安达学校关于学生个人电子产品使用规定（试行）

Regulations on the Use of Students' Personal Electronic Products at NAS Beijing (Trial)

为维护学校正常教学秩序，保障学生身心健康，促进学生学业进步和全面发展，为学生营造一个和谐、健康的学习氛围，我校严禁学生在教学区域内使用手机及其他影音娱乐电子设备。我校对学生个人电子产品使用的规范如下：

In order to maintain the normal teaching order of the school, to ensure the physical and mental health of students, to promote the academic progress and all-round development of students, and to create a harmonious and healthy learning atmosphere for students, our school strictly prohibits students from using mobile phones and other audio-visual entertainment electronic equipment in the teaching area. The standards for the use of personal electronic products by our students are as follows:

1、学校将通过主题班会等形式就电子产品使用规定对学生进行专题教育；

The school will conduct special education on the use of electronic products to students through class meeting;

2、学校不鼓励学生在校携带和使用手机，不提倡走读生携带手机进校园。如携带，每天到校后，需要及时将手机上交班主任统一管理，如需紧急联系家长，直接报告班主任；

The school does not encourage students to carry and use mobile phones at school and do not encourage day students to carry mobile phones into the campus. The day students who carry mobile phone need to hand over the mobile phone to the homeroom teacher timely for unified management and ask homeroom teacher if students have to contact parents urgently.

3、住宿生到校当日，必须将个人手机上交相关的宿管老师统一管理；

Boarding students are required to hand in their mobile phones to the relevant housemaster teachers for unified management;

4、住宿生仅可在规定的时间（每周三 20:15-20:45）内使用手机，如遇紧急情况急需联系家长，可以使用宿管老师办公室电话；

Boarding students can only use mobile phones within the prescribed time (20:15-20:45 every Wednesday).

Students can use the housemaster teacher's office phone if they need to contact parents in case of emergency;

5、禁止学生在教学区域内不按规定使用笔记本电脑或者平板电脑。因课堂教师教学要求或学生晚自习学习需要使用，由该时间段负责的教师对学生电子产品的课堂使用情况进行监管，确保学生不做与学习无关的事项；



Students are prohibited from using laptops or tablets PC in the teaching area as required. To ensure that students do not do anything unrelated to learning, the teachers who are responsible for the learning period need to supervise the use of student electronic if students are allowed by academic teachers or need to use them during evening study period;

6、学生有责任妥善保管其个人电子产品，确保其安全，不被损坏、丢失，学校不对学生的个人财产负责；
Students have the responsibility to properly keep their personal electronic products and ensure their safety, not damaged or lost. The school is not responsible for the students' personal property;

7、学生未按以上相关管理规定使用电子产品，学校首先进行教育引导，根据具体情形承担相应的后果；（参见第 9 条）

The school shall firstly carry out guided education If students do not use electronic products in accordance with the above related regulations. Students will take the corresponding consequences according to the specific circumstances; (see Article 9);

8、学校所有工作人员都有检查学生个人电子设备的义务和授权，以验证其个人电子设备是否符合诺德安达北京学校的使用规定；

All staff members of the school have the obligation and authorization to check the students' personal electronic devices to verify that their personal electronic devices are in compliance with the use regulations of NAS Beijing;

9、违反电子产品使用规定的学生，将受到以下纪律处罚：

Students who violate the rules on the use of electronic products will be subject to the following disciplinary penalties:

不被允许/禁止的行为 Unallowed/prohibited conduct	相关的处罚 Penalties
携带电子产品到校，未按规定上交班主任或相关老师 Bring electronic products to school without delivering to homeroom teachers or related teachers as required	<ul style="list-style-type: none">• 引导教育 Guided education• 当天通知家长把电子产品带回家 • Parents will be informed to bring electronics home the same day.• 第一次，全班通报，限制携带 1 周 • For the first time, notify the whole class, limit carrying electronic products for 1 weeks.



<p>在未经允许的情况下，使用电子产品 Use of electronic products without permission</p>	<ul style="list-style-type: none"> • 引导教育 Guided education • 当天通知家长把电子产品带回家 • Parents will be informed to bring electronics home the same day • 第一次，限制携带电子产品 2 周 . Limit carrying electronic products for 2 weeks for the first time • 第二次，全校通报，限制携带电子产品 4 周; Notify the whole school and limit the use of electronic products for 4 weeks for the second time. • 第三次，给予警告处分，限制携带电子产品 1 学期 A warning will be given to the student and limit the use of electronic products for one semester for the third time.
<p>未经学校许可，学生不允许在学校拍摄任何人的照片、录制视频或录音 Students are not permitted to take anyone's photo, video or audio recording at school without the school's permission.</p>	<p>引导教育并删除所有拍摄或录制内容 Guide education and delete all shots or recordings</p> <ul style="list-style-type: none"> • 当天通知家长把电子产品带回家 Parents will be informed to bring electronics home the same day. • 第一次，限制携带电子产品 3 周 Limit carrying electronics for 3 weeks for the first time. • 第二次，全校通报，限制携带电子产品 6 周 Notify the whole school and limit the carry of electronic products for 6 weeks for the second time. • 第三次，给予警告处分，限制携带电子产品 1 学期 A warning will be given to the student and limit the use of electronic products for one semester for the third time
<p>未经学校许可，学生不允许将在学校拍摄的照片或视频、音频发布到互联网或者社交媒体上等； Students are not allowed to post photos or videos and audios taken at the school to the Internet or social media without permission from the school</p>	<ul style="list-style-type: none"> • 引导教育并及时删除或撤销，并在发现当天通知家长， Guide education and promptly delete or revoke, and notify parents on the day of discovery • 警告处分，限制携带电子产品 1 学期 Disciplinary warning, restricted to carry electronic products for 1 semester

10、家长有配合学校加强落实此管理规定的责任和义务，形成良好的家校联动机制，确保学生管控好学生使用手机等电子产品。



北京市房山区诺德安达学校
NORD ANGLIA SCHOOL
BEIJING, FANGSHAN

No. 236 Beiliuzhuang Village, Qinglonghu Town, Fangshan District, Beijing, China

学校地址：北京市房山区青龙湖镇北刘庄村 236 号

T 010 8865 8000

E info.beijing@nasbeijing.cn

Parents have the responsibility and obligation to strengthen the implementation of this management regulation in cooperate with the school for a good home-school linkage mechanism and to ensure that students control the use of mobile phones and other electronic products properly.

备注：此管理规定至颁发起执行，欢迎反馈意见和建议。

Note: This management regulation will be implemented since it was issued. Any feedbacks and suggestions are welcome.