



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

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E: 19/13/19

FROM : Chief Education Officer

TO : Principals/ Administrators – Primary, Secondary & ECCE Centres
Schools Supervisors III, II & I

DATE : November 10, 2022

SUBJECT : **Mobile Hand-held Electronic Communication Devices Usage in Schools**

The Ministry of Education is reminding principals of the following guidelines set out in the *National School Code of Conduct* pertaining to the appropriate use of Mobile Hand-held Electronic Communication Devices (MHECD), inclusive of mobile cellular phones:

- MHECDs must be used responsibly at all times while on the school compound;
- Students are prohibited from using MHECDs during class time unless authorized by a teacher;
- MHECDs must NOT be used to make any recording, audio or video, of any activity on the school compound, including class sessions, unless written consent is granted by the principal or designated school administrator;
- MHECDs must NOT be used in changing rooms, toilets and any other location that may cause discomfort to students and staff;
- Students remain responsible for all personal MHECDs brought to the school compound;
- Students in school uniform are bound by the Mobile Phone policy of the school, even when they are out of the school compound; and
- Members of staff should exercise discretion and use their MHECDs (for personal purposes) only in instances of emergency while they are engaged in teaching and learning exercises with students.

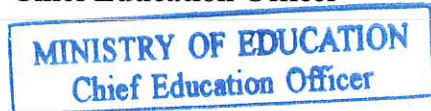
Principals are also asked to refer to the *National School Discipline Matrix* which outlines the list of infractions and details their consequences, when treating with students who commit any violations which bring their colleagues or the school into disrepute.

Please bring the aforementioned policies to the attention of all members of staff, students and parents to ensure strict adherence.

Please be guided accordingly.



Chief Education Officer



cc Director, School Supervision and Management Division