



Reviewed May 2018

Student Mobile Phone / Smart Watch/ Electronic Devices Procedures

Introduction

When used appropriately as a communication device mobile phones, smart phones and electronic devices offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile phones have the capacity to have a negative impact on the learning environment and the safety and well being of students.

This policy aims to establish procedures for the use of mobile phones by students within the school environment and aims to set out the responsibility of staff, parents and students.

Procedures for Use

1. Students should only bring mobile phones to school for emergency contact with parents out of school hours. They should not be brought to school for general use, communicating with other students or outside people.
2. Once at school the phones must be turned off. During school hours students are not permitted to answer or use personal mobile phones/ smart watches/ electronic devices. Phones that ring or beep during the school day disrupt the learning environment. In the first instance the student will be warned and asked to turn the phone off. If this occurs more than once the phone will be given to the Principal and may be collected at the end of the day. The phone will be turned off and kept in a secure storeroom.
3. Under no circumstances are students permitted to use the phone as a camera, for texting, as a video recording device, to play games or connect to the internet.
4. Students must not lend their personal devices to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.
5. Electronic devices such as iPods, MP3 players, PSP players, Nintendo DS etc. should not be brought to school without the permission of the principal.

Responsibility for Mobile Phones/Smart watch/Electronic Devices

Students bring mobile phones/electronic devices to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage or for investigating loss or damage.

Inappropriate Use

The use of mobile phones in schools should not automatically be of concern. It is only if a mobile phone is used inappropriately that action will be necessary. Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the well being or safety of any person, or
- is in breach of any law.

Inappropriate use of these devices includes students using them to bully, intimidate or otherwise harass other people through any SMS or text message, social media, photographic, video or other data transfer system available on the device. This type of misuse will be dealt with under the Student Welfare and Discipline Policy.

Related Technology

The procedures applying to the inappropriate use and security of student mobile phones/smart phone/electronic devices, apply equally to the inappropriate use of portable computer games, iPods and similar devices.

Introduction and Reinforcement of Mobile Phone Policy

- Teachers will discuss this policy with classes as required.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy in the weekly newsletter.

Emergency Contact

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.