

**MOBILE PHONE AND OTHER HAND-HELD
ELECTRONIC DEVICES POLICY**



1. MOBILE PHONES

RATIONALE

While mobile phones have become an accessory for most people to go about their day to day business, they are not a required accessory for students in our school and therefore do not have a place in our school classrooms and grounds or when the student is on a school excursion. In schools, mobile phones have become a source of disruption, bullying and an invasion of privacy by filming people without their permission. There is a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day. Mobile Phones must stay off, away all day and must not be seen or heard unless the student has been granted an exemption. Mobile phones are no permitted to be used at break times. For multiple offences of non-compliance with this policy, student phones may require collection by a parent/carer or loss of good standing.

Exemptions for the following uses of mobile phones:

1. To monitor a health condition as part of a school approved documented health care plan
2. For a particular educational purpose under the direct instruction of a teacher. With teachers' permission and advance notification home to parents and caregivers, it may be permissible for students to bring a mobile phone to school, under strict conditions, for particular tasks as part of the teaching and learning programs for some subjects.
3. With permission of a teacher for a specified purpose.

Parents/caregivers who would like their child to take a mobile phone to school to be used prior to arriving at school or after leaving school for the day are asked to first discuss and gain permission from the Principal. Students who have permission to do this will be required, on arrival at school, to immediately give their mobile phone to the school officer and then collect the mobile phone prior to leaving school. At no time should the mobile phone be used by the student while the student is on the school grounds.

Therefore, any student who is seen by a staff member to be in possession of a mobile phone whilst on school grounds or on an excursion will have the mobile phone confiscated.

The aim of this policy is to prevent:

- Disruption to lessons that can be caused by mobile phones.
- Bullying through the use of mobile phones.
- The use of a mobile phone to record, distribute or upload images or videos of students, parents or school staff on school premises.
- Students contacting people outside of the school during school hours without first obtaining permission of the school office staff.

POLICY

Students are not permitted to bring a mobile phone onto school grounds or to take a mobile phone with them on a school excursion. In the event that a student brings a mobile phone, onto the school grounds or on an excursion, the school will not accept responsibility for the theft, loss or misuse of the mobile phone.

When a student breaches this policy by using a mobile phone on the school site or while on an excursion then:

- A student seen using a mobile phone by a member of the school staff will have the mobile phone (including sim card) confiscated by that staff member. The staff member will hand over the mobile phone to a school officer in the school's reception for safe keeping. A parent/caregiver of the student will be contacted and asked to visit the school to collect the mobile phone at the end of the school day or at another convenient time. If circumstances prevent the parent / caregiver collecting the phone from school within five school days, the phone will be returned to the student at the end of the fifth day.
- The school's 'Behaviour Management Policy' will be applied to a student who refuses to hand over the mobile phone to a staff member as requested to do so by that staff member.
- The school's 'Behaviour Management Policy' will be applied to a student who is in breach of this policy if the student is seen using a mobile phone by a staff member on more than one occasion.
- A student who records, distributes (at or away from school) or uploads (at or away from school) images or videos of students, parents or school staff on school premises or while on an excursion, will be suspended from school for a minimum of five (5) days.

Parents/caregivers who wish to contact their child during the school day are to visit or telephone the school's reception. School staff will then pass on to the student the request from their parent/caregiver.

For safety and security reasons, students who wish to contact a parent/caregiver during the school day must first obtain permission from the school administration staff. Students with permission to telephone their parent/caregiver will only have access to the telephone in the school office reception and their telephone call will be supervised by a staff member.

When on a school excursion, students who wish to contact a parent/caregiver must first obtain permission from a supervising staff member.

2. OTHER HAND-HELD ELECTRONIC DEVICES (SMART WATCHES)

For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds are to be "off and away all day which includes break times." This requires students to put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

RATIONALE

Other hand-held electronic devices include but are not limited to ipods, ipads, digital cameras, games with digital recording capabilities, MP3 players and portable DVD players. All have the capacity to receive, store and transfer electronic data. Some hand held electronic devices have the capability to receive, store then transfer data to the cyber world through the internet.

With the use of technology at school, teaching staff have a duty of care to instruct students on the correct and responsible use of the technology and at the same time ensure that students do not face an unreasonable risk of harm when using the technology. The school and teachers are required have in place preventative measures to protect students from the unreasonable risk of harm that could foreseeably arise.

As for the mobile phone, other hand-held electronic devices are not a required resource at school that necessitates students to bring them to school for the teaching and learning program delivered by the teaching staff. Where such devices are required, for example the digital camera, the school provides the device with its use by students fully supervised by the teacher during the lesson.

Students who bring hand-held electronic devices to school to use during the recess and lunch breaks do not have their use fully supervised by the teaching staff. The video and audio content of the devices has not first been checked by the teaching staff to ensure the content is appropriate. Some hand-held electronic devices have the capability to access the cyber world through the internet. Students use these devices without the necessary filters, security and supervision that are applied in the classroom when they use school electronic equipment. The duty of care by the teaching staff to ensure that students are not at risk of harm, or are not intentionally harming other students, cannot be guaranteed when students use their own devices on the school site.

It is argued that hand-held electronic devices can inhibit student playground socialising and physical activity – an outcome not desirable for our students.

In summary, hand-held electronic devices are not to be brought to school by students. The teaching staff are unable to quality assure the content of the devices brought to school by students. If not used responsibly, the devices have the potential to harm (cyberbullying) other students or to display inappropriate material.

Students are not permitted to bring a hand-held electronic device to school or to take them on a school excursion (without the permission of the excursion coordinator). In the event that a student brings such a device onto the school grounds or on an excursion, the school will not accept responsibility for the theft, loss or misuse of the device.

When a student breaches this policy by using a hand-held electronic device on the school grounds or while on an excursion then:

- A student seen using the device by a member of the school staff will have the device confiscated by that staff member. The staff member will hand over the device to a school officer in the school's reception for safe keeping. A parent/caregiver of the student will be contacted and asked to visit the school to collect the device at the end of the school day or at another convenient time. If circumstances prevent the parent / caregiver collecting the phone from school within five school days, the phone will be returned to the student at the end of the fifth day.

- The school's 'Behaviour Management Policy' will be applied to a student who refuses to hand over the device to a staff member as requested to do so by that staff member.
- The school's 'Behaviour Management Policy' will be applied to a student who is in breach of this policy if the student is seen using a device by a staff member on more than one occasion.
- A student who records, distributes or uploads images or videos of students, parents or school staff on school premises or while on an excursion, will be suspended from school for a minimum of five (5) days.