

PERSONAL MOBILE DEVICES POLICY

RATIONALE:

Personal mobile devices are an important communication tool. Personal mobile devices can enhance communication by making it easy for people to take and transmit images, information and text/voice messages. These technologies, however, have the potential to be abused at school by:

- disrupting the teaching and learning programs conducted by the school
- being a vehicle for bullying or inappropriate use
- facilitating the invasion of privacy for both students and staff at school

This policy applies to:

1. All students at Findon Primary School and,
2. All personal mobile devices that have not been approved by the school for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

AIM:

To explain to our school community the Department of Education and Training (DET) and Findon Primary School's policy requirements and expectations relating to students using mobile phones (and other personal mobile devices) during school hours or during school activities.

DEFINITION:

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Personal mobile devices are portable computing and communication devices that are capable of collecting, storing, transmitting or processing electronic data or images, such as smartphones, tablet computers and smart watches.

IMPLEMENTATION:

Findon Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

- All personal mobile devices brought to school must be switched off and handed in to the office before school and it is the student's responsibility to collect it at the end of the day.
- Personal mobile devices brought to school by students are not to be turned on between 8.45am and 3.45pm or used in the school grounds. Between 8.45am and 3.45pm the school will contact parents if, and when necessary, and parents can contact the office when an important message has to be passed on to their child.
- Students **are not** permitted to access their personal mobile devices during lunchtime or recess.
- When emergencies occur, families may reach their child by contacting the office.

Personal Mobile Phone Use

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Findon Primary School during school hours, including lunchtime and recess, unless an exemption has been granted.

Where a student has been granted an exemption, the student must use their mobile phone for the purpose for which the exemption was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Findon Primary School are considered valuable items and are brought to school at the owner's (student's or parent/caregivers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Findon Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/caregivers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Findon Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Findon Primary School students are required to hand the phone or personal mobile device to the front office where office staff will store these in a lockable cabinet.

Camps, Excursions and Extra Curricula Activities

Under no circumstances are personal mobile devices to be taken by students to camps, sleepovers, excursions, extra curricular school activities, school sporting events etc.

Staff

- Staff are not permitted to use personal mobile devices for private use when they are supervising or teaching students because of their 'Duty of Care' legal requirements to students.
- During teaching time, and during meetings, personal mobile devices will be switched off or put on 'silent' or 'discreet' mode.
- During yard duty, staff may carry personal mobile devices for all essential contact with the school and/or emergency services.

Inappropriate Use

Inappropriate use includes:

- disruptions or likely disruptions to the learning environment or interference with the operation of the school; threats or likely threats to the privacy, wellbeing or safety of any person; or breach of any law
- use of the personal mobile device as a connection to the internet during the school day
- use of the personal mobile device in the bullying, intimidation or harassment of other people through calls, SMS or text messages, photographic, video or other data transfer systems available on the device
- engaging in inappropriate social media use including cyberbullying
- capturing video or images of people, including students, staff and members of the school community without their permission, whether on or off the school grounds during school events
- capturing video or images in the school toilets, changing rooms, swimming pools and gyms
- during learning assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement, Bullying Prevention, Photographing, Filming and Recording and Digital Technologies Learning* policies. Parents/Caregivers will be contacted if breaches of this policy are detected. Disciplinary

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action will be taken when personal mobile devices are used in ways that do not abide by the school policy and school values.

In circumstances where student's personal mobile devices have not been handed into the office at the commencement of the school day, these devices may be confiscated and stored in the Principal's office. In these circumstances, the personal mobile device will usually need to be collected by the parent/caregiver and student at the end of the school day.

The Principal may revoke a student's permission to bring personal mobile devices onto the school premises.

It should be noted that it is a criminal offence to use a personal mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Exemptions

Exemptions of this policy can only be approved by the Principal and only in exceptional circumstances. Categories of exemptions include learning related, health and wellbeing related, risk management. This policy should be read in consultation with the Findon PS policies listed in the reference section.

EVALUATION:

This policy will be reviewed as part of the school's three year review cycle. The policy is publicly available via the school website and through the front office. The policy is highlighted at staff briefing and to staff, student and individual cohorts as required.

REFERENCES:

DET Policy Advisory Library

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=79>

Student Wellbeing and Engagement Policy

Bullying Prevention Policy

Photographing, Filming and Recording Policy

Digital Technologies Learning Policy