



PERSONAL MOBILE DEVICES POLICY

RATIONALE

Warrandyte Primary School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - for example, before and after school hours when a student is required to catch public transport. However, for privacy and security reasons it is neither necessary nor acceptable for mobile phones to be switched on or used during classes.

The procedures applying to the use and security of mobile phones, apply equally to the use of portable mobile device games, MP3, iPods/iPads and similar devices. This policy also applies to students during school excursions, camps, extra-curricular activities and/or other supervised activities.

PURPOSE

- To establish a safe and secure school environment for all students, in which mobile devices are monitored and used appropriately.

GUIDELINES

Responsibility

- It is the responsibility of students who bring personal mobile devices onto school premises to adhere to the guidelines.
- Personal mobile devices that are brought to school are used entirely at the owner's risk and should be kept in a school bag, or with the teacher or at the school office.
- Warrandyte Primary School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from the use of these devices.
- The school accepts no responsibility for students who lose or have their personal mobile devices stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.
- Parents and students should ensure that such phones are properly and adequately insured as personal property.
- Parents wishing to contact their child during school hours should contact the school office.
- Devices should be left on silent during the school day.

Acceptable Uses

- During school hours and at the class teacher's discretion, mobile devices may be permitted as an educational tool.
- Personal mobile devices can only be used in the classroom and are not permitted to be used in the school yard (unless approval given by a teacher).

Unacceptable Uses and Inappropriate Conduct

- Personal mobile devices should not be used in any manner or place that is disruptive to the normal routines of the school or to other people, including the sending and receiving of text messages or data.
- Personal mobile devices are not permitted to be used during tests or assessments.
- Personal mobile devices are not to be taken into change rooms, toilets/shower areas, sporting venues. This is a breach of the privacy laws.
- It is inappropriate for students to make personal attacks, use obscene or vulgar language, harass another person, or post private information about another person using SMS messages, taking/sending photos or video or objectionable images, and phone calls. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.
- During school hours or during outside hours school activities, students are not permitted to use personal mobile devices with cameras and video capabilities to take images of people, save images and then send to other people and/or post of these images to the internet or social networking sites. This can only occur if it is part of an educational activity and with permission from a teacher.
- Students must not lend a personal mobile device 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 device will be held responsible for its use.



IMPLEMENTATION

- The school community will be informed of this policy via newsletter articles, the school website and parent information nights.
- Parents/ carers will be notified if personal mobile devices will be used as part of an educational activity or program.
- Students infringing these guidelines will have their personal mobile device confiscated, parents will be notified and disciplinary action will occur as sanctioned by the classroom teacher, Information Communication and Technology (ICT) coordinator or Principal.

RELATED DOCUMENTS

- Student Code of Conduct
- Student Engagement and Welfare Policy
- Acceptable Use Agreement: Information Technology
- Internet Acceptable Use Kit
- ICT Security policy
- Prevention of Bullying policy
- Internet and Email User policy
- eSmart

EVALUATION

- Teaching staff will be responsible for the implementation and evaluation of this policy.

REVIEW

This policy will be reviewed by the school council at least every 5 years, or earlier in special circumstances, and is scheduled for review in **2019**.