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Mobile Device Policy v1.0 12th May 2020

Rationale:

Use of telecommunications technology has become an important and invaluable part of our modern lifestyle. Devices such as phones, iPads and other mobile devices are multifunctional devices which can be used as powerful learning tools. We aim to ensure communications are legitimate, appropriate and align with our school values. The core business of our school is to promote and support teaching and learning in an environment free from unnecessary distraction or disruption. This policy outlines the responsibilities of students, parents, staff, and visitors with regard to the Mobile Device Policy.

The use of mobile devices falls within the School Agreements and the Cyber-Safety User Agreement.

Expectations – Students:

- Mobile phones are brought to school at entirely the owner's risk. The school will investigate allegations of theft, but cannot be held responsible for damage or loss due to student breach of the policy.
- Student mobile phones must be turned off and kept in the student's school bag throughout the day.
- As phones are to be turned off at school, they cannot be used as music devices.
- Mobile phones are not to be taken into the school yard.
- If a parent/carer needs to be contacted, this will be done via an adult, students ARE NOT permitted to use personal mobile phones to contact parents.
- Mobile devices are not to be taken on excursions or camps.
- Due to privacy considerations, phone cameras cannot be used whilst at school.
- Students breaching the policy will be instructed to pass the phone to the teacher or leadership member for the rest of the day and parent/carer will be contacted.
- If a student continues to breach the policy, the phone will be confiscated from the student and the parent will be asked to collect the phone from the leadership team.
- Multiple breaches may result in the student being banned from bringing their device onto school grounds.
- Students are not to give out personal details/numbers of another person without permission from the person.

Expectations – Parents:

- Support the Mobile Device policy and staff if students breach the policy.
- Reinforce that phones are to be kept secure and turned off in school bags at all times during the school day.
- Ensure inappropriate material is not stored on the phone.
- Parents are not to contact students during the school day by mobile phone. If parents need to urgently contact their child they should follow normal procedure and phone the Front Office. Students will then be contacted and supported as necessary. Students are not to make phone calls without teacher permission.

Expectations – Staff:

- Personal mobile devices are brought to school at the owners' risk.
- Personal mobile devices are to be switched to mute or discrete during class teaching and learning periods and during scheduled school meetings.
- All mobile devices are to be switched to mute or discrete when in public areas, including interviews, meetings and classrooms.
- In an emergency situation staff are to inform the Principal/Leader that their phone is on and they may need to answer at short notice.
- Mobile phones are to be taken when leaving the classroom with the class in the event that the Front Office needs to contact them.

Expectations – Parents and Visitors

- All users are to switch their devices to mute or discrete when in public areas, including meetings, interviews and classrooms.
- All parents and visitors are to take and make mobile calls outside of teaching and learning areas.

This policy was ratified by the Governing Council on: 26/6/20 and will be reviewed as part of the Hackham East Primary School review cycle and in the event of any incident which may prompt a review of the policy.

Retain the above section at home.

Please return this section to your child's classroom teacher. (Teachers please return this to front office)

Student and Parent Agreement:

I agree to follow the processes outlined in the Mobile Device Policy at Hackham East Primary School. We agree that if there is a breach of the policy, students may lose the right to bring a mobile device to school.

Student Name: _____

Parent Signed: _____

Student Signed: _____

Date: _____

Student Class: _____

Parent Name: _____