



BANKSMEADOW PUBLIC SCHOOL

A quality education in a caring environment

MOBILE DEVICE POLICY

PURPOSE

The purpose of this policy is to ensure that:

- The use of mobile devices does not disrupt the teaching and learning environment for any student or teacher;
- Potential risks to student safety and wellbeing posed by inappropriate use of mobile devices can be identified and addressed;
- Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile devices.

Please note that the use of 'mobile device' in this policy generally refers to mobile phones. However, 'mobile device' also includes any electronic device with communication capabilities.

Some exceptions are applicable to terms stated in this policy when students participate in the BYOD program. See BYOD guidelines for further information.

RATIONALE

As a communication tool, mobile devices, (including mobile phones) when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile devices can have a negative impact on the learning environment and the safety and wellbeing of students if used inappropriately. While discouraging students from bringing mobile devices to school, except for the participation in the BYOD program, Banksmeadow Public School accepts that some parents give their children mobile devices to protect them from everyday risks in terms of personal security and safety.

KEY POLICY STATEMENTS

Guidelines for Acceptable Use of Mobile Devices

Students

- Should only have a mobile device at school with the consent of a parent.
- Mobile device should be switched off as soon as students enter the school grounds and only turned on once the student leaves the school grounds.
- Devices are the responsibility of students. No responsibility will be accepted by school staff if a device is lost, broken or stolen.
- Mobile device must be left in the student's bag until the 3pm bell rings. Students are not permitted to check their device for messages during the day unless they have been granted permission to access their device during school hours in exceptional circumstances. Such requests should be directed to an executive staff member. Parents are reminded that in cases of emergency or when messages need to be passed onto students, the school office remains the sole point of contact.
- Students should protect their phone numbers and usernames by only giving their number or username to family and friends. It is strongly advised that students use passwords or pins to ensure unauthorised phone calls or messages cannot be made from their device. Students should not lend their device to another student at any time. The student who owns the device will be held responsible for its use.
- Students should mark their device clearly with their name.
- Students are not permitted to bring mobile phones on school excursions and overnight camps under any circumstances. In instances where students need to contact their parents, this will be organised by

supervising staff. Some mobile devices may be permitted – further information will be provided at the time of the excursion.

Staff

- During teaching time, while on playground duty and during meetings, mobile devices should be put on 'silent'.
- Personal communications, including text messaging and use of social media or other applications, during class time or when on playground duty should only occur in emergency situations.
- School related communications, including the use of text messaging or social media access, will be permitted, providing the safety and wellbeing of students has been assessed first.

Parents & Community Members

- At all official school functions, during meetings or when assisting in the classroom, mobile devices should be switched off or put on 'silent'.

UNACCEPTABLE USE OF MOBILE PHONES

- Unless permission from executive staff is granted, students are not permitted to use a mobile device at any time between 9.00am and 3.00pm. Mobile devices should not be used by students to make calls, send SMS messages, access the internet, take photos or use any other application while on school grounds.
- Using mobile devices in an inappropriate manner is unacceptable and will not be tolerated. This includes using a mobile devices to:
 - disrupt or interfere with the learning environment;
 - make calls or send messages with the intent to bully, harass or threaten another person;
 - take photographs of other people without their consent;
 - receive, download or display inappropriate photographs or other material.

Consequences of Unacceptable Use of Mobile Devices

Students who engage in inappropriate use of mobile devices will be addressed in line with the school's Discipline Policy. In cases where the behaviour is of a criminal nature, a police report will be made. It is the school's responsibility to address any issue that occurs between students via a mobile device, regardless of whether it occurs in school time or on school property.

Students who do not abide by the guidelines of this policy will have their mobile device confiscated by school staff. The device will be stored securely until the student's parents are informed and they collect it from the school.

RESPONSIBILITY FOR MOBILE DEVICES

The procedures regarding inappropriate use and security of mobile devices apply equally to the inappropriate use devices such as mobile phones, portable computer games, MP3 players, iPods, iPads and similar devices.

Mobile devices should not be brought to school at any time, with the exception of students participating in the Bring Your Own Device Program (BYOD). In order for students to participate in BYOD, a Code of Conduct must be signed, returned to the school and followed.

Students bring any mobile devices to school at their own risk. The school and school staff members will not accept any responsibility for any loss, damage or theft of these devices. Nor will they take responsibility for investigating loss, damage or theft of these devices.

IMPLEMENTATION OF THIS POLICY

- Teachers will discuss the policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of the policy through the weekly newsletter, at P&C meetings and the policy will be placed on the school's website.