

### Mobile Phone, Smart Watch and Non-School Provided Mobile Devices Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical purposes, or teacher directed educational purpose.

It is important to note that it is not a requirement at Medina Primary School for students to have a mobile phone at school.

For the purpose of this policy, 'communication devices' refer to mobile phones, smart watches, non-school provided tablets and any other device connected to the internet in any way while on school grounds or during an excursion.

The school discourages students from bringing mobile phones, smart watches and any other connected devices to school. These devices can cause disruption in classrooms and in the playground, and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

Parents are able to contact their children by phoning the school telephone number 61741100. If a parent feels it is necessary for their child to bring a communication device to school, they must inform the Principal in writing first. If necessary, students can contact parents using the office phone.

The following expectations apply to the use of communication devices in the school.

#### **Students:**

Students are not permitted to use communication devices at school for any reason unless supervised by a staff member and with permission. These devices;

1. Are brought to school at the students' own risk. The school does not accept any responsibility for theft, loss or damage of these devices.
2. Mobile phones are to be kept in the student's bag at all times and must be switched off or on silent mode. Smart phone communication and notification alerts must be switched off.
3. Are not to be used to call home in an emergency. This is the duty of the school and the administrator/teacher-in-charge.
4. Are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher's discretion and under the supervision of a teacher – in the main, these events are to be dealt with by the school. Parents will be informed on any events that have impacted on their child.
5. Are not to be used for any purpose that has not been explicitly authorised by the school. Are not to be used in the classroom, playground or incursion/excursion for any of the following purposes: check text messages, access games, accessing the internet, accessing images, using the camera or videos.
6. Are not to be used to harass, bully or intimidate students, staff or anyone else. Breaches will be dealt with as per the school's Behaviour Policy.

Any use of unauthorised communication devices by a student, that is in breach of these expectations, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the Administration office by the student's parents at the end of the day.

**Exemptions:**

Exemptions to this ban include where a student requires a mobile phone:

1. To monitor a health condition as part of a school approved documented health care plan.
2. Under the direct instruction of a teacher for a specified purpose.

**Staff:**

Staff should not be communicating in a social manner during work hours on their communication devices. These devices;

1. Are to be switched off or on silent mode during work hours.
2. Are not permitted to be used for personal calls and messaging, nor checked/used during instruction time, duty times and meetings.
3. Are not to be used in general sight of the students unless an urgent situation arises where a staff member needs to make a call to Administration in an emergency, as a part of a student's Risk Management Plan or is using it explicitly for work purposes.
4. May only be used if a staff member is expecting an urgent call and has informed Admin first.
5. Should only be used during break times when they are free of students or normal work duties, or if the device is being used for work related tasks (e.g. a formal strategy for risk management, taking photos for work related purposes, uploading blogs, See-Saw etc)
6. Personal calls and messaging during instruction and duty times are not permitted.