



MOBILE DEVICE POLICY

Our school policies are built on the fundamental principle that students have a right to learn and teachers have the right to teach. We also believe in courtesy and respect and this policy aims to encompass these principles. As technologies rapidly change, schools must find a balance between those that give us an educational advantage and those that inhibit learning. Electronic devices, other than laptops, are becoming increasingly intrusive in our classrooms without providing any educational benefits.

Mobile phones and all other electronic devices (excluding laptops)

1. Mobile phones and electronic devices **will not be taken to class or be accessed during lesson time:**
 - Mobile phones and electronic devices must be kept in the student's locker during lesson time
 - This includes House Class Period, Life Long Learning and Private Study Sessions
2. A teacher may, after consultation and approval from the Learning Area Leader and Principal, give permission for students to bring their mobile device to an identified lesson for curriculum purposes (for example, photos or video related to the curriculum):
 - The curriculum purpose and date will be documented by the teacher in a Daymap Lesson Plan
 - The mobile device may be used **only** for this purpose
3. If the mobile phone and/or electronic device is not used according to this Policy, then the teacher will confiscate:
 - Teacher will ask the student to place the device in an envelope with details of the device and the state it is in, which will then be handed into the Front Office
 - The student is to collect the device from the Front Office at the end of the day
4. Electronic devices are brought to school at the student's own risk and can only be accessed:
 - Before / After School / Recess / Lunch Breaks
 - In accordance with the law
 - They may not be used to:
 - Illegally record images or footage of others
 - Record and publish fights
 - Display or distribute illegal material, such as explicit images.

NOTE:

- Individual students will not be exempted from the general rules about Mobile Device Policy. Parents who have concerns about this policy should contact the Principal
- The school takes no financial responsibility for any devices brought to school if lost or stolen, however, we will investigate any issues regarding security of devices left in lockers
- Students must ensure that their locker is secured and locked at all times
- If devices have been confiscated, they will be kept in a sealed envelope in a locked cabinet at the front office until collected at the end of the day
- In case of an emergency, the parent can contact the school on 8445 7944 and the school will get a message to your child immediately



Roles and responsibilities

Principal

Make sure this policy is clearly communicated and accessible to all students, staff and families and secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

School staff

Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.

Respond to instances of non-compliance in line with the school's policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Students

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

If permitted to use a mobile phone or personal device in line with this policy, do so in a safe, responsible and respectful way and support peers to do the same.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

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