

# MOBILE PHONES, TABLETS AND OTHER PERSONAL ELECTRONIC DEVICES POLICY

## PURPOSE

To explain to our school community Tecoma Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones, tablets and all other personal electronic devices by students, at school or during school activities.

## SCOPE

This policy applies to all students, staff, volunteers and parents at Tecoma Primary School.

## POLICY

Mobile phones, tablets and other electronic devices are important modern day communication tools, which form part of staff and students daily lives and are essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and can become a disruption to the smooth operation of the school. As such, the effective management of their usage is essential.

## GUIDELINES FOR IMPLEMENTATION

The school will purchase and maintain enough mobile phones and service contracts to satisfy its needs.

### Staff use of Mobile Phones, tablets and other personal electronic devices:

- Teachers in charge of all excursions and trips involving students must ensure they carry either the school's mobile phone or their own mobile phone to allow contact with the school, at all times during the event. A copy of the mobile phone numbers of all staff attending out of school activities must be left at the office before leaving the school to attend the activity.
- Mobile phones, tablets and all other personal electronic devices are not to be used for the taking of personal calls, accessing social media sites, text messaging, the playing of games or the watching of movies during class times by any staff members.
- At no times are mobile phones, tablets or personal electronic devices to be used by staff during school hours, or on camps or excursions, to record students, either by audio means, photography or video modes, except for educational purposes.
- At no time should any images of students taken during school events be put on any social media sites.
- Mobile phones, tablets and all other personal electronic devices must not cause disruptions to classes, meetings or individuals or adversely impact the smooth running of the school.
- Mobile phones, tablets and all other personal electronic devices should not impact on the duties assigned to staff members during the school day.
- Staff will be kept informed of Department of Education and Training (DET) information relating to the health effects of using mobile phones and other electronic devices.

### Parents/Volunteers involved in school events

- At no times are mobile phones, tablets or personal electronic devices to be used by parents during school hours, or on camps or excursions, to record students (other than their own child), either by audio means, photography or video modes, except for educational purposes.
- At no time should any images of students (other than those of your own child) taken during school events be put on any social media sites. Please ensure, for your child's personal safety, that any school identification logos cannot be identified.

### Student use of Mobile Phones, tablets and all other personal electronic devices:

- **Mobile phones, tablets or other personal electronic devices brought to school by students must be handed into the classroom teacher or handed into the office at the beginning of the school day and collected by the child at the end of the day.**
- At no times are mobile phones, tablets or personal electronic devices to be used by children during school hours to record other students, either by audio means, photography or video modes.
- At no time are mobile phones, tablets or other personal electronic devices to be taken by students to school camps or on school events (including excursions, graduation, etc.), where internet access is available, to access social media sites, YouTube, or any other internet sites.
- Students misusing personal mobile phones, tablets or other personal electronic devices at school or causing a nuisance with these devices will be brought to the attention of the principal.
- The school reserves the right to prohibit students from using mobile phones, tablets and other personal electronic devices during school hours.

### Insurance

Students are responsible for their mobile phone and other electronic devices. Please note that Tecoma Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones and other electronic devices that may be brought to school. Students are responsible for items brought to school.

### Camps and excursions

Students will not be allowed to bring their mobile phones on overnight school camps or excursions. Tecoma Primary School staff will provide students and their parents/carers with information about items that may, at different times, be brought to special activities and events, (such as Science Expo, etc.).

### RELATED POLICIES AND RESOURCES

- Internet and email access Policy
- Camping Policy
- Excursion and Incursion Policy
- Offensive Materials and Themes Policy
- Privacy Policy
- Student Engagement and Wellbeing Policy
- Child Safety Policy
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)

### REVIEW CYCLE AND EVALUATION

This policy was last updated on **23<sup>rd</sup> October, 2018** and is scheduled for review in **June, 2021**.