

**POLICY STATEMENT**

# **Mobile Phones, Tablets and all other Personal Electronic Devices**

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**RATIONALE:**

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.

**PURPOSE:**

To utilise the benefits of mobile phones, tablets and other personal electronic devices whilst managing the problems they can potentially cause.

**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, 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.

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

- Students are not to bring personal mobile phones to school unless permission from the principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.
- 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 Wi-Fi 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 principal, parents (and children from year 3-6) will sign an agreement (Appendix A) which states that these devices, if brought to school, are to be done so at the parent/child's own risk. The school does not accept responsibility for lost or damaged student mobile phones, tablets or any other personal electronic devices.
- The school reserves the right to prohibit students from using mobile phones, tablets and other personal electronic devices during school hours.

#### **EVALUATION**

Evaluation of this policy will be carried out by the Education Committee as part of the Education Committee's cyclic review process, annually, or beforehand, if a significant issue arises.



## APPENDIX A

## TECOMA PRIMARY SCHOOL MOBILE PHONE AGREEMENT

### Student Expectations:

- I understand that having a mobile phone is a privilege that I will not take advantage of.
- I will protect my privacy and will not give my mobile number to anyone with whom I am not familiar.
- I will follow all school rules regarding the use of mobile phones. This includes handing my mobile phone in to my classroom teacher at the beginning of each day, getting it off my classroom teacher at the end of the day and not using my phone for photographing, filming or taping any student, teacher or school volunteer in the school ground or at school events.
- I understand that I am not allowed to take my mobile phone on any school event, (such as sporting events, Graduation, excursions or camps, etc.).
- I will not send inappropriate, hurtful or threatening text messages.
- I will only use my mobile phone with the guidelines that my parents and the school have set.
- I understand that the school will take no responsibility for any damage or loss of my mobile phone.

### Parent Expectations:

- I will reinforce the school's Mobile Phones, Tablets and all other Personal Electronic Devices Policy with my child, and ensure my child hands their mobile phone in to their classroom teacher at the beginning of each school day.
- I will monitor my child's use of his/her mobile phone.
- I will ensure my child understands the dangers of texting people they are unfamiliar with, posting pictures and/or videos and posting to social media.
- I understand and agree that Tecoma Primary School is not responsible for the theft, loss or damage to my child's mobile phone/electronic device.

### Mobile Phone Tablets and all other Personal Electronic Devices Contract

I understand and accept Tecoma Primary School's Mobile Phones, Tablets and all other Electronic Devices Policy. I agree that if I violate any part of the expectations within this contract, I will have my mobile phone/electronic device confiscated, and my parent will need to collect it from the school.

Child's Name \_\_\_\_\_

Child's Signature \_\_\_\_\_

Child's Class \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_