



# MOBILE DEVICES POLICY

## PURPOSE

To explain to our school community, the Department's and Plenty Parklands Primary School's policy requirements and expectations relating to students using mobile devices (mobile phones and other personal devices e.g. smart watches) during school hours.

## SCOPE

This policy applies to:

1. All students at Plenty Parklands Primary School and,
2. Students' personal mobile devices [mobile phones and other personal mobile devices] brought onto school premises during school hours, including recess and lunchtime.

## DEFINITIONS

A **mobile device** is a mobile phone or any device that may connect to or have a similar functionality to a mobile phone such as smart watches that has access to a cellular (telecommunication) system, with or without a physical connection to a network.

## RATIONALE

Mobile devices (mobile phones/smart watches, etc.) are an important communication tool. Mobile device cameras can enhance communication by making it easy for people to take and transmit images. These technologies however have the potential to be abused at school by

- disrupting the teaching and learning programs conducted by the school
- providing a vehicle for bullying
- facilitating the invasion of privacy for both students and staff at a school.

## AIMS

- To provide a fair policy that recognises the rights of families to decide whether or not the student is to have the use of a mobile device out of school hours, other than when in the care of the school at camps, excursions, etc.
- To provide a policy that respects the school's right to manage mobile devices so that the school's teaching and learning program and duty of care are not negatively affected.
- To provide a policy which protects the rights of students and staff.

## POLICY

Plenty Parklands Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

At Plenty Parklands Primary School:

- Students who choose to bring a mobile device, including a smart watch, to school must have them switched off and securely stored during school hours.
- We recognise that parents/students may need to communicate by a mobile device. This can be done before school commences and after school finishes. Between 9:00 a.m. and 3:30 p.m., the school will contact parents if and when necessary and parents can contact the office when an important message has to be passed on to their child.
- Parents, staff and students need to be trusted to abide by the school policy.
- Staff are not permitted to use mobile devices for private use when they are supervising or teaching students because of their "Duty of Care" legal requirements to students.
- The only time students may use their device would be if they have a specific medical need, such as monitoring their blood sugar levels using a mobile phone.
- If required for learning, students could use a device only if a staff member directed them to and closely supervised their use.

### Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones and other mobile devices must not be used at Plenty Parklands Primary School during school hours,

including lunchtime and recess. Mobile devices brought to school by students are not to be turned on between 9:00 a.m. and 3:30 p.m. and are to be stored in the student's bag where they must remain turned off and out of sight.

Students are not allowed to use the camera on their mobile device to capture video or images of people, including students, teachers and members of the school community. This is in recognition of students and staff members' rights to privacy with regard to having photos taken and potentially posted online.

### **Secure storage**

Mobile devices owned by students at Plenty Parklands Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile device to school unless there is a compelling reason to do so. Please note that Plenty Parklands Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to Plenty Parklands Primary School's **Personal Property Policy**. The school will not interrupt programs to investigate damage, loss or theft of mobile devices.

At Plenty Parklands Primary School students are required to store their phones/smart watches securely in their school bag switched off and out of sight. Mobile devices that are confiscated from students, or those belonging to students who cannot be trusted to not access their phone/device in their school bag, will be placed in a lockable cupboard in the administration office. Secure storage is storage that cannot be readily accessed by those without permission to do so.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Plenty Parklands Primary School may be issued with consequences consistent with our school values and existing school policies, e.g. Student Engagement and Wellbeing policy, Student Code of Conduct or Bullying Prevention policy.

The Principal may revoke a student's permission to bring a device onto the school premises. In some circumstances, students' mobile devices may be confiscated and stored securely at the school office for collection by an adult, or by the student at the end of the day.

At Plenty Parklands Primary School inappropriate use of mobile devices includes any use during school hours and particularly the use of a mobile phone:

- in any use that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use, including cyberbullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during assessments

### **Camps, excursions and extracurricular activities**

Students will not be allowed to bring their mobile devices on school camps or excursions. Plenty Parklands Primary School will provide students and parents with information about items that cannot be brought to camp, on excursions or special activities.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

### **RELATED POLICIES AND RESOURCES**

This policy should be read in conjunction with the following Department and school policies:

- [Mobile Phones – Department Policy](#)
- [Weapons – Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)
- PPS Student Engagement and Wellbeing Policy
- PPS Bullying Prevention Policy

- PPS Digital Learning Policy
- PPS Personal Property Policy

#### EVALUATION

This policy will be reviewed in line with new legislation, regulations and best practice.

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	Staff School Council
Approved	November 2022
Next scheduled review date	November 2024