

Mobile Phone and Personal Device Policy

Purpose:

Wantirna Primary School recognises that mobile phone and personal device technology can aid communication, provide security and assist in an emergency for students, staff and parents. However, mobile phone and personal device technology can also capture digital images, video, text, voice as well as email and will continue to evolve. The purpose of this policy is to utilise the benefits of mobile phones or personal devices whilst managing the problems they may potentially cause.

This policy applies to all students, staff and parents.

Definition: For the purpose of this policy, a **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. A **personal device** is an **Ipad or android** or **smart watch** with or without a physical connection to a network.

Guidelines for Implementation:

Students:

- Students are not permitted to use mobile phones or personal devices on school property, or school organised special events. Permission may be granted by the principal when parents have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone or personal device at school
- Student mobile phones or personal devices brought to school must be handed in at the office upon arrival and will remain in a safe, locked and secure place
- Once the mobile phone or personal device has been removed from the locked/secure place, loss or damage is deemed to be at the student's risk
- Appropriate disciplinary action will be taken for students in breach of this policy
- Students are not allowed to bring their mobile phones or personal devices on camps or excursions. Wantirna Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events.

Students who use their mobile phone or personal device at school may have their device confiscated and kept securely in the school safe until parents are able to come to the school to collect the device.

Staff

- Staff mobile phones or personal devices brought to school must remain in a safe, secure and out of sight place

- Staff mobile phones or personal devices or personal devices brought to school must be on silent or switched off mode during meetings, learning and teaching times, except during yard duty supervision or exceptional circumstance or special situations with express permission of the principal
- Staff must not use mobile phones or personal devices whilst supervising students
- Staff mobile phones or personal devices or personal devices are stored (and used) at the owner's or user's risk
- Loss or damage to personal property such as mobile phones or personal devices during or at school is deemed to be at the owner's risk
- Staff using mobile phones or personal devices should display courtesy and respect for others, including consideration when sharing items of interest in social situations
- Personal use of mobile phones or personal devices at excursions, camps and sleepovers must not impinge on staff members' professional responsibilities and duty of care
- Staff may only photograph or record students or students' work for purposes directly related to learning programs
- Staff must not, under any circumstance, share photographs taken of students unless parental permission has been granted. They must delete all images and recordings of students as soon as possible after uploading to the school's intranet or using them for school purposes

Parents

- Parents using mobile phones or personal devices should display courtesy, consideration and respect for others
- While assisting in class mobile phones or personal devices should be turned off, except in exceptional circumstance or special situations
- Loss or damage to personal property such as mobile phones or personal devices during or at school is deemed to be at the owner' risk
- Mobile phones or personal devices must not be used in inappropriate places such as change rooms or toilets. For example at swimming events.
- Parents must ask permission of the other parents before taking photographs using a mobile phone

This policy will be implemented in keeping with the Department's Policy on Mobile Phone usage
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>

References:



- Student Engagement and Well Being Policy
- ICT Policy
- Anti-bullying and Anti-harassment Policy

Related legislation:

- Education and Training Reform Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)

Evaluation:

Evaluation of this policy will be carried out by the Education Committee as part of the cyclic review process in three years' time or beforehand if a significant issue arises.

Date Implemented	October 2016
Author	Education Committee Brogan Badrock, Yvette Preyser, Victoria Blundell, Sue Fergeus
Approved By	School Council
Approval Authority (Signature & Date)	 
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Responsible for Review	Education Committee
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