



## Procedures for Mobile Phone and Digital Device Use at School

- 8.1. It is the responsibility of students who bring mobile phones and Digital devices such as ipads, onto School premises to adhere to the guidelines outlined in this document.
- 8.2. The decision to provide a mobile phone and digital device to their children should be made by parents or guardians.
- 8.3. Parents should be aware and discuss the responsibility if their child takes a mobile phone or Digital Device onto School premises.
- 8.4. **All Devices are to be handed into the classroom teacher at the beginning of each day. No student should have a device outside in the yard at playtime or lunchtime. Teachers are to give any such device to the child's teacher to be secured in the classroom.**
- 8.5. **Devices will be kept securely by the classroom teacher during the day. The name of any student handing in their device will be recorded on the log sheet with the date. Devices are not to be used on "Yucky Days" as teachers are not able to monitor the content of a personally owned device.**
- 8.6. **Students are required to mark their devices clearly with their name.**
- 8.7. Devices which are found in the School and whose owner cannot be located are to be handed in to the School office.
- 8.8. The School accepts no responsibility for replacing lost, stolen or damaged mobile phones. Their safety and security is wholly in the hands of the student.
- 8.9. The School accepts no responsibility for students who lose or have their devices stolen while travelling to and from school.
- 8.10. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.
- 8.11. **Students protect the privacy and dignity of individuals and security of information, to maintain the high public standing of the School and compliance with State and Federal laws. The use of a digital device to take images and recordings of students is not permitted unless for educational purposes under supervision.**
- 8.12. **Devices are to be switched off during classroom lessons unless under the instruction of the teacher when being used for educational purposes.** Exceptions may be permitted in rare circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the Principal.
- 8.13. If students need to check messages or voicemail they are permitted to do so during recess and lunch breaks under supervision.
- 8.14. The use of headphones is not permitted at School unless under the instruction of a teacher when being used for educational purposes. The School strongly advises that for safety reasons headphones are not used when students are traveling to and from school, eg. walking, riding a bike, moving on and off buses.
- 8.15. In accordance with School policies, any device being used inappropriately during the school day will be confiscated.