

Policy Number	Ratification Date	Reviewed	Review Date
48	June 2017	May 2019	May 2022



# PERSONAL MOBILE DEVICES

## Purpose

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

## Scope

This policy applies to:

1. All students at Elsternwick Primary School and,
2. Parents communicating with staff at Elsternwick Primary School.

## Definitions

**Personal mobile devices** are portable computing and communication devices such as smartphones, tablet computers and smart watches.

## Policy

Elsternwick Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities. Personal mobile devices must not be used during school hours at any time. During school hours, personal mobile devices must be switched off, and locked securely in the student's locker, with the following exceptions:

- There may be circumstances in which a student may apply to a Principal Class member for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, parents must make prior contact a Principal Class member to seek an exemption to this policy.
- In the case of an emergency, a student mobile device may be used under the direction of staff.

## Actions

Elsternwick Primary School discourages students bringing mobile devices to school, and actively promotes safe and responsible use of mobile devices through the Digital Technologies curriculum and Acceptable Use of Digital Technologies agreement.

Elsternwick Primary School will respond to improper use of a mobile devices and any reported and proven bullying behaviour. Students who use their device inappropriately at school may be issued with consequences consistent with our school's *Supporting Positive Behaviour*, *Student Wellbeing and Engagement* and *Bullying Prevention* policies. Consequences may include:

- The confiscation of a mobile device for the remainder of the school day. Devices will be stored securely at the front office or in the office of a Principal Class member. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.
- Additional measures to daily routines, such as mobile devices being handed into the class teacher or front office at the beginning of the school day to ensure access is restricted.
- The development of a Risk Assessment, Safety Plan or Behaviour Support Plan to ensure safe and responsible conduct both on and off school premises and outside school hours.
- As part of all the above consequences, parents will be contacted to ensure a consistent approach between home and school

## **Insurance**

Students are responsible for their personal mobile device. Please note that the Elsternwick 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 personal mobile devices that may be brought to school. Students are responsible for items brought to school.

## **Camps and excursions**

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Elsternwick Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

## **Staff Use**

Staff must ensure that personal mobile devices are to be switched off at the following times:

- Staff meetings
- Professional development
- Class teaching time

Teaching staff (including pre-service, visiting teachers, ES staff and private therapists) are not to use their mobile phones during teaching time to text message or make and receive mobile phone calls during this time unless there are special circumstances approved by a Principal Class member. If a teacher needs to receive an urgent call, a Principal Class member must be informed and appropriate arrangements made for class supervision.

## **Related policies and resources**

[Student Wellbeing and Engagement Policy](#)

[Bullying and Harassment Policy](#)

[Acceptable Use of Digital Technologies Policy](#)

- [School Policy and Advisory Guide: Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

## **Review period**

This policy was last updated on May 2019 and is scheduled for review on May 2022.