



## PERSONAL MOBILE DEVICES POLICY

### DOCUMENT CONTROL

<b>File Location:</b>	J:\Common\Policies\Approved Policies\Personal Mobile Devices Policy.docx
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<b>Approved By:</b> Principal Governing Council	<b>Principal:</b> Jason Munro	<b>Governing Council Chairperson:</b> Jenny Dickson
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<b>Next Review:</b> 12 Months	<b>Policy Scope:</b> School Specific	<b>Date Approved:</b> / /2013
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## STATEMENT

Lockleys Primary School understands that technology has advanced in the world and is prevalent in many people's lives. We endeavour to teach and learn using a range of technologies that is provided by the school. These technologies are catered and filtered to a primary school setting, void of personification, we endeavour to teach the safe and appropriate use of technology and maintain updated security around the use of these.

Our core business is teaching and learning which needs to be conducted in an environment free from unnecessary distraction and disruption. Therefore the school discourages the bringing of personal mobile devices including Mobile Phones, iPods, MP3 players, iPads, Tablets or any device capable of transmitting or storing digital information to school. We do accept there are times when it might be deemed important to have a personal mobile device ie on the way to school and on the way home. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents. This policy does not relate to school or DECD provided technologies which form part of the ICT Policy.

## EXPECTATIONS

### Students

- A written request / notification be submitted by parents to the Principal explaining the need for a mobile device to be at school.
- Mobile devices are brought to school entirely at the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.
- Students are not to have mobile devices in their possession during school hours. The device needs to be handed to the front office at the beginning of the day and collected by the students at the end of the day.
- Any telephone calls made by the students during school hours must be made via the front office or with the class teacher's permission.
- Telephone calls from families or carers to children can be made to the front office. We can confidently assure families that messages received prior to 3:00pm will reach their destination.
- Mobile devices are not to be taken on camps or excursions.
  - *However; teachers may seek permission from the Principal to allow student mobile devices to be taken on a camp or excursion or as part of a specific teacher planned lesson for educational purposes such as making iMovies, using the camera facility and sound recording. This request must fit the educational brief of the camp or excursion and parents and students must sign a digital devices agreement form. Using school mobile devices is always preferred.*

## **Staff**

- Personal mobile devices are brought to school at the owner's risk. Neither DECD nor the school can accept responsibility for any loss or damage or for investigating such.
- Personal mobile devices are to be switched to silent during class teaching and learning periods and during scheduled meetings.
- Personal mobile devices may be carried and used for contact with the front office or other areas of the school ie Oval.
- All personal calls and texts should only be made during non instructional time (NIT) or break time. Yard duty, supervising eating or outdoor lessons do not constitute a break and personal communications should not occur during these times. Duty of care must be maintained at all times when on duty.
- When on duty staff may use their personal mobile device for educational purposes such as collecting data, contacting the office, note taking or using the internet to find information but only when required.
- Leadership staff (Principal or site leaders) must be accessible at all times. As such, any calls received or made must be done outside of the learning area.
- As staff are required to be contactable at all times on excursions and camps, mobile devices may be switched to an appropriate level according to the surroundings.

## **Parents, Volunteers and Visitors**

- All parents, volunteers and visitors are to switch their mobile devices to silent when in classrooms, interviews, meetings, assemblies, concerts, working areas or areas where learning is taking place.
- All parents, volunteers and visitors are to take and make mobile class outside of the teaching and learning areas.

## **Consequences of Non-Compliance with this Policy**

- Any student breaching this policy will be subject to the normal student behaviour management consequences.
- Any mobile device will be confiscated from the student in breach of this policy and the parent will be asked to collect the device from the Principal (or delegated leader).
- Any staff in breach of this policy will be spoken to by the Principal (or delegated leader) as part of personal performance development.
- Any parent, volunteer or visitor in breach of this policy may be spoken to politely by the Principal or a member of staff and may result in being asked to leave the learning area or premises.

## **Overview**

The use of personal mobile devices during school times is disruptive to the learning environment of all students and staff. The use also compromises the safe learning environment we aim to provide as we cannot guarantee that all devices contain only safe and appropriate material. Furthermore, this policy reduces the risk of any breach of personal privacy issues. Therefore, we strongly discourage the use of any device that is not being used as part of a teacher planned lesson.

## **Definitions and Abbreviations in this Policy**

**Leadership** - Principal or a person delegated to be a Site Leader in the Principal's absence. The process for this is outlined in the Site Management Policy.

**Student** – Any person enrolled at the school as a student or any person invited to be a student at the school (ie transition visit or overseas visitor).

**Staff** – Any person employed by DECD or agency such as SMG for educational purposes.

**Volunteer** – Any person giving time to assist the teaching and learning or running of the school.

**Visitor** – Any person on site for a specific purpose. This may include but not limited to a contractor, invited guest, family member or friend.

**Parent** – Any person undertaking a caring responsibility for a child, this includes all caregivers.

**Personal Mobile Device** – Any privately owned or non-school device that can receive, transmit or store information via voice, video or data.

Signed and Endorsed by:

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Principal

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Governing Council Chairperson

Date Approved:        /        /2013

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