



Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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Mobile Phone and Smart Watch Procedures

Rationale

When used appropriately, mobile phones and smart watches are useful for safety, convenience and quick communication. While discouraging students from bringing mobile phones or smart watches to school, Allambie Heights Public School accepts that some parents and carers give their children mobile phones or smart watches to protect them from everyday risks involving personal security and safety. However, mobile phones and smart watches have the capacity to have a negative impact on the learning environment and, when used inappropriately, can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones and smart watches amongst young people requires the staff, students and parents and carers at Allambie Heights Public School to take steps to ensure mobile phones and smart watches are used in a responsible and safe manner. If students choose to bring mobile phones or smart watches to school, Allambie Heights Public School does not take any responsibility for mobile phones or smart watches that are brought onto the school premises.

Purpose

The purpose of this procedure is to ensure that:

1. Mobile phone or smart watch use does not disrupt the teaching and learning environment of any student or teacher.
2. Potential risks to student safety and wellbeing posed by inappropriate use of mobile phones or smart watches can be identified and addressed.
3. Students, staff and parents and carers have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones and smart watches.

Responsibility

- Allambie Heights Public School strongly discourages students from bringing mobile phones or smart watches to school. However, in the instance that parents and carers feel it is necessary for their child to have a mobile phone or smart watch in their possession at school, it is the responsibility of the student to abide by the appropriate guidelines of use as outlined in this document.
- The decision to provide a mobile phone or smart watch to their children should be made by parents or carers who should be aware that their child is bringing a mobile phone or smart watch to school.
- It is the responsibility of all students, staff and parents and carers to comply with the appropriate use of mobile phone and smart watch guidelines as outlined in this document.
- The school accepts no responsibility for lost, stolen or damaged mobile phones or smart watches. The school also accepts no responsibility for students who lose or have their mobile phone or smart watch stolen or damaged whilst travelling to and from school.

Guidelines for acceptable use of mobile phones and smart watches

For students

- Students are only to bring their mobile phone or smart watch to school if they have the permission of their parents or carers.

- Mobile phones need to be switched off as soon as students enter the school grounds, including the school hall. Mobile phones can be switched back on when students leave the school premises.
- Smart watches must be in 'school mode' or not connected to the internet and on silent as soon as students enter the school grounds, including the school hall. Smart watches can be switched out of these modes when students leave school premises.
- Should students need to contact their parents or carers in an emergency while on school grounds, school administration staff will make contact with the necessary parents or carers. This will be determined by the appropriate school staff and does not include calls for items that have been left at home, eg: school hat, sporting equipment, project tasks.
- Students should protect their mobile phone and smart watch by only giving the phone number to friends and family to ensure they are receiving communication from people known to them. It is strongly recommended that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their mobile phone or smart watch by anyone other than the owner of the mobile phone or smart watch. Students must not lend a mobile phone or smart watch to another student at any time. The student who owns the mobile phone or smart watch will be held responsible for its use.
- Students should mark their mobile phone clearly with their name.
- Students should be able to identify their smart watch.
- Students are not permitted to bring mobile phones or smart watches on school excursions or overnight camps under any circumstance. School staff will not be held responsible for the security of mobile phones or smart watches should this guideline be breached. In instances of emergency where students need to contact their parents or carers, this will be organised by attending excursion staff.
- Mobile phones or smart watches must not be used at school or school events for inappropriate purposes which impinge on the privacy or learning of others.
- Students found to be in breach of these guidelines will have their mobile phone or smart watch removed and stored in the school office until the end of the school day. Following the 3.10pm bell, the mobile phone or smart watch will need to be collected from the school office by a parent or carer. Parents or carers will be contacted should their child's mobile phone or smart watch be confiscated due to breach of these guidelines.
- PBL consequences for students who use their mobile phone or smart watch in contradiction to these guidelines will be implemented.
- PBL consequences for students who use their mobile phone or smart watch to transmit inappropriate content outside of school hours that is reported to the school and impacts other students, staff or families.

For staff

- During teaching time, while on playground duty, during assembly and during meetings, mobile phones and smart watches should be put on 'silent'. Mobile phones should not be visible. Messages should be accessed at an appropriate time. Arrangements will be made to call staff to the nearest landline to take urgent calls should they come via the office.

For parents, carers and community members

- When assisting in classrooms or attending meetings at school, mobile phones and smart watches should be switched off or put on 'silent'. Mobile phones should not be visible.

Students, parents or staff seeking clarification of any points contained in this procedure should contact the school office.