

Ingle Farm East Primary School



Mobile Phones & Personal Electronic Devices Policy



Endorsed by Governing Council March 2021

Review date March 2024

Purpose

The policy provides direction to students , staff and families about managing mobile phones and other digital devices that students bring to school.. Our school policy is in line with the Department for Educations position that primary aged students can not use their mobile phones and personal devices at school during school hours.

Rationale

The core business of our school is to promote and support teaching and learning in a safe environment, free from unnecessary disruptions. Therefore, the policy ensures that:

- Students are not distracted from learning by the use, misuse and care of personal electronic devices.
- Students are not put at risk by other students using personal electronic devices, which may have internet access or the capability to take photographs and access social media.
- Students who require devices for learning and communication support are able to utilise the device when required as written in their One Plan.
- Emergency communications for students and parents are not impeded through the School's policy.

Actions

STUDENTS

- Students are discouraged from bringing personal electronic devices to school. If they do they must be turned off and kept in the front office.
- Students are directed to respect other`s rights to privacy and do not take photo`s , film or audio records of other people with out their knowledge
- Students can seek permission from their teacher to contact their families or carers using the school phone in the office in case of emergencies
- Personal electronic devices brought to school are entirely at the student's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft of electronic devices brought to school.
- Students who breach the policy, will be subject to the consequences outlined in our Behaviour Development Policy.

STAFF

- Staff personal electronic devices are not to be used during teaching times, except in an emergency or if pre arranged with the Principal.
- All staff personal electronic devices will be turned off or put on 'silent' during any meetings or assemblies.
- Only certified charging devices which have been electrically tested are allowed.
- All staff personal electronic devices are brought to school at the owner's risk. Neither the school nor the Department for Education can accept responsibility for any loss or damage, nor for investigating such.
- Staff have access to a school mobile phone when required for excursions or camps.
- Staff will make sure that any student personal devices are handed into the front office and returned to students (parents).
- Staff will report and respond to incidents of inappropriate use of personal devices in line with Department for Education policies and procedures.

PARENTS

- Parents will support the implementation of the school's policy.
- Parents will use the school's formal communication channels in all instances of communication to the school.
- Parents are requested to respect other's rights to privacy and do not take photo's , film or audio records of other people with out their knowledge
- Parents will ensure that students who require a device for communication and learning will need a written plan from their specialist stating the need for such device. This plan will need to be incorporated in the student's One Plan with guidance from specialist report, teacher and parent/ guardian.

Personal electronic Devices include such things as:

- laptops, PDA's, iPads, Chrome books and Augmentative and Alternative Communication Devices),
- Storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players),
- Cameras (such as video and digital cameras and webcams),
- Mobile phones, Smart watches
- Gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and
- Any other or similar technologies.



In line with Department for Education policy, Ingle Farm East primary school recognises the right of any student to have in their possession a mobile phone for legitimate communications purposes while going to and from school. This may include:

- To ensure their safety while travelling
- So that parents can contact them after school