

CRESTWOOD PUBLIC SCHOOL



Mobile Phone and Devices Policy

AUTHORS: D Hazell (Principal), K McKeon (DP), T Bullock (DP)

Updated: D Hazell (Principal), M Lees (RDP)

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Staff / Student Mobile Phone and Device Policy

Introduction

As a communication device mobile phones, when used appropriately, offer staff, students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile phones have the capacity to have a negative impact on the learning environment and the safety and well-being of students.

This policy aims to establish guidelines for the use of mobile phones and smart watches, and digital devices (such as iPads, iPods, digital cameras etc) within the school environment and aims to set out the responsibility of staff, parents and students.

What Is Inappropriate Use?

Generally, a mobile device will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the safety or well being of any person, or
- is in breach of any law, or
- impinges on a teacher's duty of care.

Inappropriate use of mobile devices will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Welfare and Discipline Policy.

Guidelines For Students

Students are not permitted to have mobile devices on their person, nor to use mobile phones or smart watches during school hours (including lunch breaks), unless specifically arranged for a particular lesson in consultation with the Principal. This includes on school excursions and school camps.

Several issues arise in regard to this matter.

- Inappropriate use of mobile phones e.g. nuisance calls or texting, bullying.
- Inappropriate use of devices during class time both for calls and use of games, music or cameras.
- Security of devices. As with other electronic games, I-pods etc, their security from theft or breakage can be an issue.

At Crestwood PS students may only bring mobile phones or watches to school if there is a need for them to be able to contact their parents either before arriving at school or in the afternoon after leaving school. Upon arrival at school the phone or watch is to be checked in to the classroom teacher where it will be turned off

and kept securely for the day. It is the child's responsibility to collect the phone or smart watch at the end of the day.

Parents with an urgent matter that need to be in contact with their child during the day should contact the school office and appropriate steps will be taken to pass on the message. Parents of students should be directed to ring the school office number, not teacher's personal mobile phones.

During camps or on excursions there will be a staff contact if the need arises. This number will be held in the school office. A member of staff on the excursion will have access to a mobile phone in the case of an emergency and will contact the office or parents / carers directly if the need arises.

Students must not lend a phone to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.

Consequences for Inappropriate Student Use of Mobile Devices

If a student is caught using a mobile device inappropriately the following consequences will be enforced:

- Immediate removal/confiscation of mobile device by teacher. Matter sent to Principal or Deputy Principal, who will contact the students' parents.
- 3 repeat offences within a term will result in disciplinary action, consistent with the Crestwood PS Discipline Policy.

Guidelines for Staff

Teachers - While it is accepted that mobile devices are an important part of modern life and communications it is important that all staff accept that their use during class time and on various other occasions at school is inappropriate.

Mobile devices are to be switched off or on silent at the following times.

- Staff, Stage, Committee and Parent Meetings
- Training and Development sessions
- Class teaching time
- Playground duty

Teachers are not to speak, write text messages or engage in social media on mobile devices during teaching time or when supervising students (such as playground duty, excursions, etc) and are not to receive mobile phone calls during this time unless there are special circumstances as discussed with the Principal.

Teachers may be permitted to use a mobile device for justified educational purposes with prior approval from the Principal.

If teachers need to receive an urgent call, let office staff know and appropriate arrangements can be made. If a family member of any member of the staff calls the school, office staff will take a message or, in emergencies, make arrangements for you to speak to them. Persons leaving messages for staff will be asked if this is an emergency or urgent message in which case staff will be advised immediately.

The use of mobile phones during class time is permitted during an emergency, lockdown or evacuation.

Responsibility for Mobile Phones

Staff and students bring mobile phones or smart watches to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to mobile phones or watches or for investigating loss or damage. (Note: If a confiscated mobile phone or watch is lost or destroyed while not having been properly secured by staff, the school may be liable to compensate the student).

Related Technology

The procedures applying to the inappropriate use and security of mobile phones and smart watches, apply equally to the inappropriate use of portable computer games, ipods and other similar devices.