



POLICY STATEMENT FOR ACCEPTABLE MOBILE DEVICE (PHONES & SMART WATCHES) USE BY STUDENTS

1. Purpose

- 1.1 The increased ownership of mobile phones and smart watches (mobile devices) require that school administrators, teachers, students, and parents take steps to ensure that mobile phones and such devices are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2 Immanuel Primary School has established the following Acceptable Use Policy for smart devices that provides teachers, students and parents guidelines and instructions for the appropriate use of these devices during school hours.
- 1.3 In order for students to carry a mobile device during school hours, students and their parents or guardians must first read and understand the Acceptable Use Policy.
- 1.4 The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

- 2.1 Immanuel Primary School accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can speak with their child quickly at any time.

3. Responsibility

- 3.1 It is the responsibility of students who bring a mobile device onto school premises to adhere to the guidelines outlined in this document.
- 3.2 The decision to provide a mobile device to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile device onto school premises.
- 3.4 Permission to have a mobile device at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.



4. **Acceptable Uses**

- 4.1 Smart watches can be worn but cannot be used to make calls, answer calls, message or to play watch games during school hours. Mobile devices should be switched off and out of sight during classroom lessons, and only used before or after school to contact parents/caregivers. Parents are reminded that in cases of emergency, the school's office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

5. **Unacceptable Uses**

- 5.1 Unless express permission is granted to the contrary, mobile devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons or break times.
- 5.2 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- 5.3 Mobile devices are not permitted on school excursions and camps. In cases of emergency, the school's office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in an appropriate way.
- 5.4 Mobile devices should not disrupt classroom lessons by ringing or beeping.
- 5.5 Mobile devices are not to be used or switched on inside toilets and change rooms.
- 5.6 Should there be repeated disruptions to lessons caused by a mobile device, the responsible student will face disciplinary actions as sanctioned by the Assistant Principal or Principal.
- 5.7 In-phone cameras are not to be used on campus and anywhere a normal camera would be considered inappropriate, such as change rooms or toilets.

6. **Theft or damage**

- 6.1 Students are required to mark their mobile device clearly with their name.
- 6.2 Students who bring a mobile device onto school premises should ensure that their phone is always stored in a safe and secure place. In order to reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.
- 6.3 Mobile devices which are found in the school and whose owner cannot be located should be handed to the school's office.
- 6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 6.5 The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.



- 6.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

7. **Inappropriate conduct**

- 7.1 Any student/s caught using a mobile device to cheat in tests or assessments will face disciplinary actions as sanctioned by the Assistant Principal or Principal.
- 7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary actions as sanctioned by the Assistant Principal or Principal.*
- 7.3 Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile devices to bully other students will face disciplinary actions as sanctioned by the Assistant Principal or Principal.*
- 7.4 Appropriate action will be taken against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material including pornographic images or who sends harassing or threatening text messages (sms) or multimedia messaging (mms) messages.

** It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.*



Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile devices at Immanuel Primary School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identification of a device should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) _____
Parent signature _____
Date _____

Student name (print) _____
Mobile phone number _____
Student signature _____
Date _____

This is an annual agreement and needs to be completed each school year. The signed document needs to be printed and returned to the class teacher.