



Warradale Primary School

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Mobile and interactive digital devices policy

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Ratified by Governing Council on 7 September 2020

Purpose

Warradale Primary School and the Department for Education are committed to providing a safe, healthy and secure environment for all staff, students, visitors, volunteers, contractors and the public. This policy governs how Warradale Primary School manages the use of mobile and interactive digital devices during school hours. The primary objective of this policy is to ensure the safety and privacy of all persons whilst they are on school grounds.

Use of devices such as iPods, iPads, Tablets, digital cameras, portable gaming devices or any electronic recording device, mobile phone and or smart watches (with SIM card) can impact upon the core business of teaching and learning, which needs to be conducted in an environment free from unnecessary distraction.

The presence of these devices can cause other difficulties for school staff and students as they:

- Impact on the social interactions of students while at school
- Can allow access to inappropriate / unauthorised social media or internet while at school through bypassing school internet filters
- Enable unsolicited and unwanted photographs of students and / or staff to be taken and / or published
- Are expensive and can be damaged or stolen.
- Can be used inappropriately to embarrass or harass other students

This policy applies to:

- all school staff, students, visitors, volunteers, contractors and the public

Policy Detail

Students

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. Parents of students affected by any bullying or harassment will be advised to lodge a complaint with their service provider as this type of behaviour contravenes the telecommunications act. *It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person.

- Devices are brought to school at the owner's risk and the school will not be involved in disputes and/or investigations over damage, loss or theft to any device.
- The device must be turned off before entering the school grounds, and not turned on again until the child is ready to leave the school grounds at the end of the day.
- It is strongly advised that students use passwords/pin numbers to ensure no unauthorised use of mobile devices by other people. Students must keep their password/pin numbers confidential.
- Any device that can access the internet, must be surrendered to the class teacher at the beginning of the day and collected by the student at the end of the day.
- Students must not have devices in their possession during school hours.
- If parents need to contact a student they should contact the school reception. School staff will then contact and support the student as necessary.

- Failure to comply with this policy will result in the device being confiscated from the student and the parent will be asked to collect it from the school office.

Staff

- Personal mobile phones are brought to school at the owner's risk. Neither the school nor DfE can accept responsibility for any loss or damage.
- Personal mobile phones are to be switched off or turned to silent in class and during scheduled school meetings.
- Teaching and support staff must have access to a mobile phone when required for excursions and camps.

Visitors

- All visitors are to switch their phones to silent mode when in public areas, including attendance at meetings, interviews, assemblies and classrooms.
- All visitors are to receive and make mobile calls outside of the teaching and learning areas.

Exemptions

Exemptions from this policy can only be approved by the Principal and any request will be assessed on a case by case basis.

Supporting documents

Social media for schools and preschools policy (intranet only) [social-media-for-schools-and-preschools-policy](#)

Social media guideline (intranet only) [social-media-guideline](#)

E-crime, online bullying and cyber safety

There are many resources available for schools about e-crime, online bullying and cyber safety, including:

- [Australian Curriculum](#)
- [eSafety Commissioner](#)
- [Bullying Prevention Strategy](#)
- [Crime involving electronic evidence \(e-crime\)](#)
- [Cyberbullying](#)
- [Cyber safety school resources](#)
- [Keeping safe: child protection curriculum](#)