

EMMAUS CATHOLIC PRIMARY SCHOOL

MOBILE DEVICE & SMART DEVICE POLICY

Rationale:

The purpose of this policy is to ensure that any mobile device and/or smart device usage does not disrupt the learning environment. The policy seeks to clarify the responsibilities of students with regard to mobile phones and smart devices. **This policy is separate to, but compliments, the ICT Acceptable Usage Policy and this only covers mobile devices and smart devices that are brought in by students.**

Emmaus Catholic Primary School aims to provide a happy, safe and stimulating learning environment for all students. The school understands there are times when possession of a mobile phone, wearable smart device (with phone and/or messaging capabilities) or other smart devices can provide a sense of safety and security while travelling to and from school. However, all mobile phones and smart devices are unnecessary during school hours for students. There are also concerns about the misuse of mobile phones and smart devices in the school environment e.g. bullying, interruptions in class, distraction and inappropriate photography.

Aim:

This policy aims to:

- provide a happy, safe and stimulating learning environment for all students;
- ensure mobile phone and smart device usage does not disrupt the learning environment;
- clarify the responsibilities of staff and students with regard to mobile phones and smart devices, and;
- compliment the ICT Acceptable Usage Policy.

Definitions:

Mobile devices refers to (but is not limited to) all mobile phones, PDA's, Smartwatches, and portable storage devices. ***This is regardless of whether the device can be restricted during learning times (eg: turned on to 'focus' mode). (Devices for medical services eg diabetes are exempt)***

Implementation:

If a mobile device and/or smart device is required for the reasons of safety for travelling to and from school, the following will apply:

- Once the student is on school grounds, they will be required to power off and deliver the mobile and/or smart device to the School Office on arrival for safekeeping until the end of the school day. Students will **ONLY** be allowed to collect their mobile device and/or smart device once the bell has rung at 3.15pm. They will not be allowed to collect it earlier. Students may power up their mobile device and/or smart device once they have left the school grounds.
- Families and students are advised that in bringing mobile devices and/or smart devices to school, they are doing so at their own risk, and must comply with this policy.
- Mobile devices and smart devices are not to be taken on excursions and school camps. If families need to pass on important messages to their child throughout the day, this can be done by phoning the School Office and requesting that a message be given to their child.
- While using a mobile device and/or smart device, **under no circumstances** must any personal photos and/or information be shared on any social media platform of the user and/or other students that involves the school (for example: wearing the school uniform).
- Students found in possession of a mobile device and/or smart device during school hours, excursions and/or camps will have their device/s confiscated and returned to their family. The student may also be subject to disciplinary action.
- If a student continues to not follow this policy, then they may not be allowed to bring a mobile device and/or smart device to school.

Evaluation:

This policy will be reviewed each year to ensure that practices contained within align with current trends and new technologies.

EMMAUS CATHOLIC PRIMARY SCHOOL MOBILE DEVICE & SMART DEVICE POLICY Acceptance Form

I agree to abide by the following rules when I bring my mobile device and/or smart device to school:

1. When I bring my mobile device and/or smart device to school, I will turn it off **once I am on school property** and hand it to the office staff before the start of school each morning. The mobile device and/or smart device will be safely stored and returned to me at the end of the day. I will power up my mobile device and/or smart device once I have left the school grounds.
2. I will not have access to my mobile device and/or smart device during school hours and any phone calls that need to be made are to be made through the School Office. If anyone needs to contact me during the school day they are to phone the School Office and leave a message.
3. Once the bell has rung at the end of the day (3.15 pm), I will need to collect my mobile device and/or smart device from the School Office. Again, I will not be allowed to power on my device until I have left the school grounds.

Student signature: _____

Student/s name: _____

Parent/Guardian signature: _____

Parent/Guardian name: _____

Date: _____