

Yarra Junction Primary School

School Number: 3216



MOBILE PHONE / PERSONAL DEVICE **POLICY**

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| Responsible for Review | Principal |
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MOBILE PHONE / PERSONAL DEVICE **POLICY**

PURPOSE

To explain to our school community policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students and staff at school or during school activities.

SCOPE

This policy applies to:

1. All students and staff at Yarra Junction Primary.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches.

Yarra Junction Primary School understands that students may bring a personal mobile device (phone or wearable device (watch) to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, personal mobile devices must be switched off, and handed into the school office prior to the commencement of the school day.
- Students are to sign in their mobile devices at the commencement of the school day and sign them out at the end of the day. Mobile phones are stored in a lockable drawer during the day.
- Teachers are to create a list of students within their class that have possession of a communication device that is brought to school and provide a copy of this list to the office.
- Students who do not hand in their personal mobile device and/or use their personal mobile device within school will have their mobile phones confiscated. The device will be returned to the student at the end of the school day. If the policy is breached for consecutive days the teacher or Principal will contact the parents. *[The Department's policy on [Ban, Search and Seize Harmful Items](#) states that student mobile phones (which would include all other personal mobile devices) should be returned to the student at the end of the day.]* Students will receive an additional consequence of a break time detention. If a student has used the device to film within our school grounds they will receive a full days internal suspension and miss the next whole school or cohort event (this is principals discretion)
- At Yarra Junction Primary School personal mobile phones of staff members frequently support communication and the wellbeing of our students. Staff members are thereby able to have mobile phones and/or personal communication devices with them during work hours.

Personal mobile device use by staff:

Personal mobile devices must not be used:

- for personal communication during school hours (excluding recess and lunch breaks).
- to engage with social media (personal).
- to capture and share video or images of people, including students, teachers and members of the school community without their permission.
- If staff take photos of students during a school based event/activity photographs are to be forwarded to a folder on a DET laptop or U drive and deleted from the phone.

Insurance

Students are responsible for their personal mobile device. Please note that Yarra Junction Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Yarra Junction Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

RELATED POLICIES AND RESOURCES

Student Wellbeing and Engagement, Digital Technologies Policy

School Policy and Advisory Guide: [Students Using Mobile Phones](#)

[School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

[ICT Policy](#)

Appendix I &II :Parental Consent form for Mobile Phones and Devices

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Parental consent form for mobile phones and devices.

Dear Parent/Carer,

If your child needs to bring a mobile phone or device to school, please complete the form below to allow permission and explain the reason your child needs to bring their phone to school. Please ensure your child understands the school rules about mobile phone/device use. These are very important and are in place to protect all our students.

School rules on mobile phones/devices:

- We strongly discourage students from bringing mobile phones/devices to school, as there is a risk of phones being lost, damaged, or used inappropriately in school. Parents/carers can always get a message to students by calling the school office.
- If a student needs to bring a phone or smart watch to school, their parent must complete this permission slip and return it to the office.
- When arriving at school, students must take their phone/device to the office and sign in. The device will remain in the office until the end of the day. Phones/devices must be turned off and clearly marked with the child's name.
- The school accepts no responsibility for loss or damage of mobile phones/devices. Please avoid sending valuable phones/devices to school if possible.
- If a student is found to be using a phone or device on school premises, this is a serious matter and will be dealt with in accordance with the school's Mobile Phone/Personal Device Policy (available on the school website).
- If a student brings a phone or device to school without this consent form completed, their phone/device will remain at the school for parent collection.

Whether at home or at school, please remember that mobile phones provide easy access to the internet. The internet is full of fantastic opportunities, but it can also expose children to inappropriate content. It is important that we all work together to keep our children safe. We strongly recommend that you enable parental controls on your child's phone or device and talk to them about how to stay safe online. The following website contains some information for parents and students in regard to esafety -

<https://www.esafety.gov.au/parents>

Thank you for your support,

Lisa Rankin

Principal

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Parental consent form for mobile phones and devices.

I/we give permission for our child _____ to bring their mobile phone/device to school.

My child requires their mobile phone/device at school because:

Student Mobile Phone number: _____

We have read the rules listed and the school's 'Mobile Phone/Personal Device Policy' and understand the implications.

Signed (Parent/Carer) _____

Signed (Student) _____

Date _____

Please return this slip to the office.

We have read the rules listed and the school's 'Mobile Phone/Personal Device Policy' and understand the implications.

Signed (Parent/Carer) _____

Signed (Student) _____

Date _____

Please return this slip to the office.