

# Mobile Device Policy

## Definition

Mobile device - a portable computing device such as a smartphone or tablet with communication capabilities.

## Rationale

- The increased ownership of mobile devices requires school administrators, teachers, students and parents take steps to ensure that mobile devices are used responsibly.
- To provide teachers, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours. In order for students to carry a mobile device during school hours, students and their parents/guardians must first read and understand the policy. The policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

## Scope

The Ormond Primary School Mobile Devices Policy addresses three broad areas:

1. Personal safety and security
2. Responsibility
3. Appropriate conduct.

## Policy

### ***Personal Safety and Security***

- Ormond Primary School understands that providing a child with a mobile device gives parents reassurance that they can speak with their child whilst traveling to and from school.
- The School Office remains the appropriate and vital point of contact and can ensure a student is reached in a timely manner and assisted in any appropriate way.

### ***Responsibility***

- The decision to allow a student to bring a mobile device to school is to be made by the parent/carer.
- Permission to have a mobile device at school is contingent upon parent/carer permission in the form of a signed copy of the Student Mobile Device Agreement.
- Parents/carers and/or Principal may revoke approval at any time.
- All students who intend to bring a mobile device onto school premises will be issued with the Student Mobile Device Agreement. This document should be read carefully with a parent/carer and the acknowledgement page signed and returned to the student's class teacher.
- Students will not have permission to bring mobile devices onto the premises until the acknowledgement page of Student Mobile Device Agreement has been signed by the student and a parent/carer and returned to the student's class teacher. Signed Agreements will be filed in a secure place.

- The school encourages anyone with a query about the Mobile Device Policy and Student Mobile Device Agreement to contact their child's class teacher in the first instance.

### ***Appropriate Conduct***

- The use of mobile devices on school premises and during school hours is not permitted unless authorised by the Principal.
- Mobile devices must be switched off at school and stored securely in the school's office.

### ***Camps and Excursions***

- Students are not permitted to bring mobile devices on camps or excursions.

### ***Breaches***

- Students who use their mobile devices inappropriately at school may be issued with consequences consistent with our school's Student, Engagement, Inclusion & Wellbeing Policy, e-Learning Policy and/or Social Media Policy.
- In some circumstances, students' mobile devices may be confiscated and stored securely to be returned at a suitable time, which will be determined by the Principal or their delegate.

### ***Insurance***

- Students are responsible for their mobile device. Please note that Ormond 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 mobile devices that may be brought to school.

### ***Evaluation***

This policy will be reviewed every three years (or as required) as part of the school's review cycle.

## PERMISSION & ACKNOWLEDGEMENT FORM FOR MOBILE DEVICES

### **Parent/Guardian Permission**

I have read and understand the *Acceptable & Responsible Use Policy for Mobile Phones* at Ormond 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 in identifying a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

In cases of emergency, the school office remains a vital and appropriate point of contact to ensure your child is reached quickly, and assisted in an appropriate way.

Parent name \_\_\_\_\_

Parent \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Acknowledgement**

I will keep my mobile phone switched off at all times during school hours and will hand into the school office each morning on arrival to school.

Student name (print): \_\_\_\_\_

Student \_\_\_\_\_

Date: \_\_\_\_\_

Teacher name (print): \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_