



# FOOTSCRAY PRIMARY SCHOOL

## Mobile devices policy



### Purpose:

The purpose of this policy is to explain to our school community Footscray Primary School's policy requirements and expectations regarding the safe and appropriate use of mobile phones and other smart devices by students and staff, at school or during school activities. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption which can occur by such devices.

### Scope:

This policy applies to:

1. All students and staff at Footscray Primary School and,
2. Students' personal mobile phones and devices brought onto school premises during school hours.

### Definitions:

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### Policy:

This policy provides the guidelines for the care and use of any electronic communication device, including mobile phones, smartwatches, game controllers, personal tablets or personal iPads by students and staff at Footscray Primary School.

Children's safety is our first priority and we acknowledge how important it is for parents to know that their child is safe, not only at school but in their travels to and from. We understand that some parents give access to mobile phones to their primary aged children in case of emergency.

Whilst at school however between the hours of 8.45am until 3.45pm - the time a child may reasonably be in the school grounds supervised by teachers - the use of devices is not required or permitted. During these hours parents and students have access to each other whenever required through the front office. Parents are able to ring the front office and communicate messages to children to alter plans or to ensure their safety in cases of family emergency.

### *Students:*

- The Mobile Device Permission Form must be submitted by parents to the Principal.
- Students are not to have mobile devices in their possession during school hours.
- Devices must be switched off and signed into the office upon arrival at school.
- Devices must be clearly and securely labelled with name and grade.
- Students will write their name on the sign-in sheet at the office.
- Devices can be collected at the end of the day from the front office after signing the sign-out sheet

### *Staff:*

- Mobile phones may only be used by staff during those times when they are not directly undertaking school responsibilities. Eg teaching sessions, meetings.
- Staff may use mobile phones for purposes directly related to school activities.

### **Secure storage**

- Mobile devices owned by students at Footscray Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Footscray Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.
- Where students bring a mobile device to school, Footscray Primary School will provide secure storage at the front office. Secure storage is storage that cannot be readily accessed by those without permission to do so.

### **Enforcement:**

Students found with devices without Principal approval will have their device confiscated and parents will need to come to the school and collect it. If this is ongoing, parents will be required to meet with the Principal.

If this policy is not followed the Principal may revoke a student's permission to bring a device to school.

The school accepts no responsibility for the theft, breakage or loss of devices. Including while in the office drop-off box.

Students attending camps and excursions will not be permitted to take mobile phones or other devices, including smart watches. Teachers will carry mobile phones with them which can be used in cases of emergency. In a camp situation, contact details will be made available prior to departure.

## **Exceptions**

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - For a reasonable adjustment to a learning program; and
  - Health and wellbeing-related exceptions
- can be granted by the principal, in accordance with the Department's [Mobile Phones Policy](#).

The categories of exceptions allowed under this policy are:

### ***1. Learning-related exceptions***

<b>Specific exception</b>	<b>Documentation</b>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

### ***2. Health and wellbeing-related exceptions***

<b>Specific exception</b>	<b>Documentation</b>
Students with a health condition	Student Health Support Plan

Where an exception is granted, the student can only use the mobile device for the purpose for which it was granted.

## **Exclusions**

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated in December 2019 and is scheduled for review in 2022.