Phoenix Primary School

Learn Grow Succeed

Mobile Phone and Smart Watch Policy

Our School Vision

Our students will become purposeful, valued members of the global community, realising their full potential.

For the purposes of this policy, 'communication devices' refers to mobile phones, smart watches and tablets.

DOE Policy Statement

The Department of Education policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day ("off and away all day"). This extends to the use of smart watches, which need to be on airplane mode during this period, and listening accessories, such as head-phones and earbuds and tablet devices.

Background

Phoenix Primary School recognises that there are times when it is genuinely appropriate for students to have access to a communication device– for example, to confirm or change a collection time after cross country or choir rehearsals or to contact parents after the school day has finished. There are concerns about the disruptive element of these de-vices in classrooms and about the use of SMS to bully others and taking photos or videos. All students should be able to come to school feeling safe and secure.

Unfortunately, mobile phones, smart watches and tablets can be a distraction to students, a disruption to classes and as a result, students are discouraged from bringing them to school.

Principles

The purpose of this document is to clarify staff, student and parent responsibilities with regard to mobile phone and smart watches usage. Phoenix Primary School is committed to providing a safe and secure learning environment for all students. These guidelines will ensure that mobile phone usage does not disrupt this learning environment or contravene Departmental Policy.

Procedures

At Phoenix Primary School we understand that a variety of social changes have made it necessary for some students to carry communications devices:

Students

- It is not recommended for students to bring personal communication devices to school as they can be easily lost or stolen.
- Mobile phones and tablets must be switched off and handed to the office at the beginning of the day. The office will store the devices and students can collect from the office at 3:00pm.
- In the event of a communication device being accessed during school time, the device will be confiscated and sent to the office. The student is required to collect their device from the office at the end of the day. Each instance will be recorded.
- Any essential contact with a student during the school day must be made through the school admin.
- In the event of a communication device being confiscated on 3 occasions, the parent will be phoned by the school administration and asked to collect it from the front office.
- Any student found using the communication device (whilst at school) in an inappropriate manner (bullying, harassment, intimidation etc.) will have the device confiscated immediately. Parents will be contacted to negotiate the return of the device. The student will be subject to the school's Behaviour Guidelines.
- If a communication device is required, students will do so at their own risk. Parents should ensure that all devices are adequately insured as personal property. Phoenix Primary School cannot accept any re-sponsibility for lost, stolen or damaged communication devices.

Staff

- Mobile phones are to be switched off / on silent during class, playground duty and meetings. Staff should ensure they have given school contact details to their family members (in case they are needed to be contacted urgently). Office staff will pass on messages immediately.
- Mobile phones and tablets can be used for class activities.
- During excursions, staff will have access to a mobile phone.
- Parents should contact staff through the school office. If contact is made during teaching time staff will be given a message and they will make contact as soon as they are available.
- Devices should only be used during break times when they are free of students or normal work duties, or if the device is being used for work related tasks (e.g. as a formal strategy for risk management, taking photos for work related purposes, uploading class data, uploading photos onto Connect/shared drive)
- If staff do take photographs with their personal devices, they are to be deleted at the conclusion of the activity.

Parents

- Parents are required to turn phones off / silent mode when volunteering in classrooms or when attending assemblies etc. so that there are no disruptions to the school's programs.
- Parents should ensure that mobile phones are adequately insured as personal property. Phoenix Primary School cannot accept any responsibility for lost, stolen or damaged phones.