



Mobile Phone and Smart Watch Policy

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

RATIONALE:

We aim to empower our students to become global citizens within a safe learning environment. Communication devices cause disruption in classrooms and the playground, and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others. Therefore, unless special permission is sought from the Principal in writing, students should not bring mobile phones and smart watches to school.

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. This may include to monitor a health condition as part of a school approved documented health care plan; or for a particular educational purpose under the direct instruction of a teacher; or with permission of a teacher for a specified purpose.

Parents are able to contact their children by ringing the school phone number 9287 7100. If a parent feels it is necessary for their child to bring a communication device (mobile phone or smart watch) to school, then they must inform the Principal in writing first. If necessary, students can contact parents from the office phone.

If parent permission has been obtained, the rules for student use of mobile phones and smart watches in the school are listed below.

STUDENTS:

Students are not permitted to use communication devices at school. If special permission has been granted, the following rules apply:

- 1. Students from Kindergarten to Year 6 are NOT permitted to have mobile phones/smart watches in their possession during the school day. A watch that tells the time and counts steps etc. is allowed if it can't be used as a camera or phone / message device.*
- 2. Communication devices that are brought to and kept at school are used entirely at their owner's risk. Dalkeith Primary cannot accept any responsibility for theft, loss or damage of these devices.*
- 3. If the Principal or a Deputy has given permission for a phone/smart watch to be at school - it is to be kept in the front office at all times including before school, recess and lunchtime, and must be switched off or on silent. The student or parent can collect it from the front office at home time.*
- 4. If the Smart Watch is to be worn for approved health reasons students are required to put their smart watch in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.*
- 5. Communication devices are not to be used to call home in an emergency. This is the duty of the school and the administrator/teacher in charge.*
- 6. Communication devices are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher's discretion and under the supervision of the teacher – in the main, these events are to be dealt with by the school. Parents will be informed of any events that have impacted on their child.*
- 7. Communication devices are not to be used in the classroom, playground or incursion/excursion for any of the following purposes; check text messages, access games, the internet, images, the camera or videos.*
- 8. Communication devices are not to be used to harass, bully or intimidate students or staff. Breaches will be dealt with as per the school's Bullying and Behaviour Policy.*

Any use of mobile phones and smart watches by a student, that is in breach of these rules, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the Administration office by the student's parent or guardian at the end of the day.

STAFF:

Staff should not be communicating in a social manner during work hours on their mobile phones or smart watches when they have duty of care of students. These communication devices;

1. *Are to be switched off or on silent mode during work hours.*
2. *Subject to 5 below, are not permitted to be used for personal calls and messaging, nor checked during instruction, duty times and meetings.*
3. *May only be used if a staff member is expecting an urgent call and has informed the Administration first.*
4. *Are not to be used in general sight of the students unless a situation arises where a staff member needs to make a call to Admin in an emergency, as a part of a Risk Management Plan or is using a timing/stop-watch application.*
5. *Staff are to put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day unless for important communication with the front office or a family emergency.*
6. *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 data to class blogs, See-Saw etc.)*
7. *If staff take photographs on their phone for work related purposes, (e.g. class blogs, team events, excursions etc.) they are to be deleted at the conclusion of the activity or once saved to the school shared drive.*

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