



Gordon West Public School

Mobile Phone and Device Policy

Rationale

The increasing ownership of mobile devices, including smartwatches among young people requires that the staff, students and parents at Gordon West Public School take steps to ensure mobile devices are used responsibly and safely.

Purpose

The purpose of this policy is to ensure that:

- mobile phone use does not disrupt the teaching and learning environment for any student or teacher;
- potential risks to student safety and well-being posed by inappropriate use of mobile devices can be identified and addressed;
- students, staff, and parents clearly understand school guidelines and personal responsibilities related to the appropriate use of mobile devices.

Responsibility

- In the instance that parents feel it is necessary for their child to have a phone or smartwatch in their possession at school, it is the responsibility of the student to abide by the appropriate use guidelines outlined in this document.
- The decision to provide a mobile device to their children should be made by parents or guardians who should be aware that their child is bringing a mobile phone to school.
- The school accepts no responsibility for lost, stolen or damaged devices.

Guidelines for Acceptable Use of Mobile Devices

For Students

- All students are to be made aware of the unacceptable uses of mobile devices to ensure they clearly understand what is and is not appropriate.
- Mobile phones should be placed in the student's bag upon entering the school grounds.
- The mobile phone is not to be accessed while at school.
- Smartwatches must be disconnected from mobile phones at all times.
- Students may retrieve their mobile phones at 3:10pm.
- Students should protect their phone numbers by only giving the number to friends and family to ensure they receive communication from people known to them. It is strongly advised that students use passwords or pin numbers to

ensure unauthorised phone calls or SMS messages cannot be made from their phone by anyone other than the owner of the phone. Students must not lend a phone to another student at any time. The student who owns the phone will be held responsible for its use.

- Students should mark their mobile phones clearly with their names.

For Parents and Community Members

At all official school functions, during meetings or when assisting in classrooms mobile phones should be switched off or put on 'silent'.

Parents are reminded that in cases of emergency or when messages need to be passed onto students the school office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner. The school administration can be contacted on 9498 4644.

Unacceptable Use of Mobile Devices

- Unless explicit permission is granted, students are not to be in the possession of a mobile phone or a connected mobile device at any time between the hours of 8:45am and 3:10pm. Accordingly, mobile devices should not be used to make calls, send SMS messages, access the internet, take photos or use any other application while students are on school grounds.
- Using mobile devices in an inappropriate manner is unacceptable. The school discipline policy will be implemented as required.

Sanctions

- Students who infringe the guidelines in this document will have their device confiscated by school staff. The mobile phone or smartwatch will then be stored securely until the student's parents are informed.
- Repeated infringements will result in the student's mobile phone or smartwatch being banned from school.

Ratification and Review

This is the interim mobile phone policy. The Department of Education is in the process of reviewing and updating its mobile device policy. Gordon West Public School will reserve the right to amend this document to reflect any changes the DoE implement.