



Mobile Phones & Electronic Devices Policy

Definition:

Mobile phones and electronic devices refers to any brand of mobile phone, tablet, gaming devices, smart watches and earphones/headphones.

Rationale:

Although we do not encourage the bringing of mobile phones and electronic devices to school, we acknowledge that some are used as communication tools. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aims:

To utilise the benefits of mobile phones and electronic devices whilst managing the problems they can potentially cause.

Implementation:

Students

- When entering and remaining on the school site, student mobile phones must remain in their bags and not be used.
- Once school begins, all mobile phones and electronic devices must then be handed in to the classroom teacher immediately.
- Mobile phones and electronic devices must not be taken out into the yard during recess or lunch breaks or into the classroom, meetings, assemblies, school excursions, camps or other organised activities.
- All contact between parents and students during the school day will be via the general office or classroom teacher.
- Staff will be kept informed of Department of Education information relating to the health effects of using mobile phones and electronic devices.
- It is important that students display courtesy, consideration and respect for others whenever using a mobile phone.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate.
- Appropriate action will be taken against any student who photographs or films other individuals without consent, shares footage between devices, shares footage on social media or who sends harassing or threatening messages.
- The school will not accept any responsibility for loss, theft or damage to mobile phones or devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of mobile phones or devices whilst in the possession of students travelling to and from school.
- Regular reminders of this policy will be communicated via the school newsletter and classroom teachers.

Staff

- Staff mobile phones or electronic devices brought to school must remain in a safe, secure and out of sight place.
- Staff mobile phones or electronic devices or personal devices brought to school must be on silent or switched off mode during meetings, learning and teaching times, except during yard duty supervision or exceptional circumstance or special situations with express permission of the Principal.
- Staff must not use mobile phones or electronic devices for personal or unrelated curriculum whilst supervising or teaching students.
- Staff can use mobile phones or electronic devices for organisation school features i.e. roll marking, photos of student work.
- Staff mobile phones or electronic devices or personal devices are stored (and used) at the owner's or user's risk.
- Loss or damage to personal property such as mobile phones or personal devices during or at school is deemed to be at the owner's risk.
- Staff using mobile phones or electronic devices should display courtesy and respect for others, including consideration when sharing items of interest in social situations.
- Personal use of mobile phones or electronic devices at excursions, camps and sleepovers must not impinge on staff members' professional responsibilities and duty of care.
- Staff may only photograph or record students or students' work for purposes directly related to learning programs.
- Staff must not, under any circumstance, share photographs taken of students unless parental permission has been granted. They must delete all images and recordings of students as soon as possible after uploading to the school's intranet or using them for school purposes.

Parents

- Parents using mobile phones or electronic devices should display courtesy, consideration and respect for others.
- While assisting in class, mobile phones or electronic devices should be turned off, except in exceptional circumstances or special situations.
- Loss or damage to personal property such as mobile phones or electronic devices during or at school is deemed to be at the owner's risk.
- Mobile phones or electronic devices must not be used in inappropriate places such as change rooms or toilets for example, at swimming events.
- Parents must ask permission of staff or parents/guardians before taking photographs using a mobile phone or electronic device.

This policy will be implemented in keeping with the Department's Policy on Mobile Phone usage

<https://www.education.vic.gov.au/school/principals/spaq/safety/pages/mobilephones.aspx>

**This policy was last endorsed by Fairhills Primary School Council in May 2021.
This policy will be reviewed in 2024 or earlier as determined by the Fairhills Primary School Council.**