



Non-School Provided
Mobile Devices Policy



Wembley Primary School

Non-School Provided Mobile Devices Policy

(For the purposes of this policy, 'communication devices' refer to mobile phones, smart watches, non-school provided tablets and any other device connected to the internet in any way while on school grounds or during a school excursion)

The school discourages students from bringing mobile phones, other connected devices and smart watches to school. These 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 to others.

Parents are able to contact their children by ringing the school phone number 92539400. If a parent feels it is necessary for their child to bring a communication device (mobile phone, other connected device or smart watch) to school, then they must complete the **Non-School Provided Mobile Devices Student Agreement** at the beginning of each school year. If necessary, students can contact parents from the office phone.

The following rules apply to mobile phones, other connected devices and smart watch use in the school.

STUDENTS:

Students are not permitted to use communication devices on the school premises (gate to gate) for any reason unless supervised by a staff member and with permission. These devices;

- 1. Are brought to school at the students' own risk. The school does not accept responsibility for these devices.*
- 2. Mobile phones are to be kept in the student's bag at all times and must be switched off or on silent.*
- 3. Smart phone communication and notification alerts must be switched off.*
- 4. Are not to be used to call home in an emergency. This is the duty of the school and the administrator/teacher in charge.*
- 5. 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 on any events that have impacted on their child.*
- 6. Are not to be used for any purpose that has not been explicitly authorised by the school.*
- 7. Are not to be used to harass, bully or intimidate students, staff or anyone else. Breaches will be dealt with as per the school's Bullying and Behaviour Policy.*

Any use of unauthorised mobile devices by a student on the school premises, that is in breach of these rules, will lead to the confiscation of the device and the Behaviour and Good Standing policies will be enacted. Confiscated devices are 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. These devices;

- 1. Are to be switched off or on silent mode during work hours.*
- 2. Should in the main not be checked or used during instruction, meeting or duty times.*
- 3. 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 student's Risk Management Plan or is using it explicitly for work purposes.*
- 4. May only be used if a staff member is expecting an urgent call and has informed Admin first.*
- 5. 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. a formal strategy for risk management, taking photos for work related purposes, uploading blogs, See-Saw etc)*
- 6. Personal calls and messaging during instruction and duty times are not permitted.*

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