

## LAWSON PUBLIC SCHOOL



### DEVICE POLICY 2022

#### **Policy**

This policy outlines the appropriate use of all electronic devices including mobile phones on our school site and during school excursions.

#### **Rationale**

The staff and P & C of Lawson Public School recognise that many students and their families own a mobile phone or other electronic devices, such as iPads or tablets. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones and other devices to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

#### **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 phones can be identified and addressed;
- students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

#### **Responsibility**

- Lawson PS strongly discourages students from bringing mobile phones to school. However, in the instance where parents feel it is necessary for their child to have a phone in their possession at school, it is the responsibility of the student to abide by the *Appropriate Use Guidelines* outlined in this document.
- Parents and Guardians should be aware that their child is bringing a mobile phone to school.
- Permission for students to have a mobile phone at school is contingent on parents and students signing the *Appropriate Use of Mobile Phones at School* agreement.
- It is the responsibility of all staff, students and parents to comply with the appropriate use of mobile phones guidelines as outlined in this document and Department of Education and Training (DET) policy.

- The school accepts no responsibility for lost, stolen or damaged phones. The school also accepts no responsibility for students who lose or have their phones stolen whilst travelling to and from school.

### *Guidelines for....*

#### **Staff**

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- Except in urgent or exceptional situations, mobile phone personal use is not permitted during teaching time, while on playground duty and during meetings.

#### **Students**

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds, the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Students are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the *Appropriate Use of Mobile Phones at School* agreement. Mobile phones should be switched off as soon as students enter the school grounds. Phones must be signed into the office.
- If students do bring their mobile phone to school it should be clearly marked with their name.
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are not permitted to bring mobile phones on school excursions and overnight camps under any circumstances. This is a cyber safety issue. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

#### **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'.

#### **Sanctions**

In line with our Student Welfare Policy, for students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to student or parent at the end of the day).
- Reflection.
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

## **Unacceptable Use of Electronic Devices**

Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated.

Inappropriate uses of mobile phones include but are not limited to:

- Using an electronic device at a time that will disrupt the learning environment or interfere with the operation of the school;
- Making calls or sending messages with the intent to bully, harass or threaten another person;
- Using electronic devices to take photographs of other people without their consent;
- Using obscene, derogatory or socially unacceptable language while using an electronic device, such as a mobile phone;
- Using electronic devices to receive, download and display inappropriate photographs or other material.

*It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.*

## **Related Technology**

- Related technology such as portable computer games, iPods and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones will apply equally to these devices.

## **Exemptions**

- Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

## **Implementation of this Policy**

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the weekly newsletter, at P&C meetings and the policy will be posted on the school's website.
- The policy will be made clear to all students and their parents seeking enrolment at Lawson Public School.

## **Ratification and Review**

- This policy was developed and ratified by the Lawson PS school staff and community in Term 1 2018
- This policy was revised and reviewed in September 2022.
- It will be reviewed when deemed necessary by the school Principal and executive.

## **References**

- NSW Department of Education and Training Policies and Procedures
- [https://www.det.nsw.edu.au/policies/staff/ethical\\_behav/comm\\_dev/PD20020024.shtml](https://www.det.nsw.edu.au/policies/staff/ethical_behav/comm_dev/PD20020024.shtml)
- Australian Mobile Telecommunications Association – Developing an Acceptable Use Policy for Mobile Phones in Your School.

## **Appendix**

'Appropriate Use of Mobile Phones at Lawson Public School Agreement'



## Appropriate Use of Mobile Phones at Lawson Public School Agreement

Student Name: \_\_\_\_\_

Student Mobile Phone Number: \_\_\_\_\_

*Lawson Public School accepts that some parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, the school has clear guidelines and procedures for the appropriate use of mobile phones as outlined in the Lawson Mobile Phone Policy. In order for any student to bring a mobile phone onto school grounds they must have read and clearly understood the policy as well as co-signing the following agreement with their parent.*

### STUDENT AGREEMENT

I have read the Lawson Public School Mobile Phone Policy and agree to the following:

- When bringing my mobile phone to school I will switch it off as soon as I enter the school grounds and hand it into the office.
- I understand and will abide by all the guidelines for acceptable use of mobile phones at Lawson Public School.
- I understand the behaviours that constitute unacceptable use of mobile phones and will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement my phone will be confiscated, my parents will be contacted and I may be banned from bringing my phone onto school grounds.
- I understand that if I am catching the bus, I will not use my mobile phone while waiting for the bus on school grounds.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENTAL AGREEMENT

- I give permission for my child to carry a mobile phone to school.
- I have read the Lawson Public School Mobile Phone Policy about appropriate use of mobile phones and discussed the guidelines and procedures with my child.
- I agree to support school policy with regards to mobile phone use and agree to support school decisions and actions regarding mobile phones.
- I understand that this form will be kept on file and details may be used to assist in identifying a phone should the need arise.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_