

# OAKLEIGH SOUTH PRIMARY SCHOOL

## MOBILE DEVICE POLICY

### PURPOSE

To explain to our school community the Department's and Oakleigh South Primary School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school during school hours or school activities.

### SCOPE

This policy applies to:

1. All students at Oakleigh South Primary School and,
2. All personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

**Personal mobile devices** are portable computing and communication devices such as smartphones, tablet computers and smart watches.

**Note:** For the purpose of this policy, "**personal mobile device**" refers to any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### POLICY

Oakleigh South Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, personal mobile devices must be switched off, and signed in at the office when arriving at school, and signed out when leaving school. These devices shall not be used by students in the school grounds at any time. Failure to do so will result in the confiscation of the mobile device and parents notified.
- Exceptions to this policy may be applied if certain conditions are met (please see below for further information).
- When emergencies occur, parents or carers should reach their child by calling the school's office.

### PERSONAL MOBILE DEVICE USE

Personal mobile devices must not be used:

- during school hours, including lunchtime and recess, unless an exception has been granted.
- during class or assemblies or in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gym
- during exams and assessments
- to connect to the school's network.

Where a student has been granted an exception, the student must use their personal mobile device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying, Prevention and Harassment* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

**Note:** At the beginning of each year, parents and students are to sign an Acceptable Use Agreement regarding the use of Digital Technologies during school hours.

### **SECURE STORAGE/INSURANCE**

Personal mobile devices owned by students at Oakleigh South Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Oakleigh South Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Where students bring a personal mobile device to school, Oakleigh South Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Oakleigh South Primary School students are required to hand their personal mobile devices into the school administration office to be placed in a secure cupboard.

### **EXCEPTIONS**

The three categories of exceptions to the policy include:

- Learning-related exceptions
- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### **CAMPS AND EXCURSIONS**

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Oakleigh South Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile devices.

### **EXCLUSIONS**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

### **RELATED POLICIES AND RESOURCES**

- Student Wellbeing and Engagement
- Digital Technologies (Internet, Social Media and Digital Devices)
- Bullying, Prevention and Harassment
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

### **REVIEW PERIOD**

This policy was reviewed and updated on January 28, 2020.