



## Mobile phone / Digital & Electronic Wifi Internet Communication Capable Devices Policy

Developed 14th August 2018. Version 1.

Revised and reviewed - 1st of February 2021

**Rational** - This document outlines the acceptable usage protocols for all Mobile Phone as well as any Digital, Electronic Wifi or Internet Communication Capable Devices for Students, Parents and Staff at St John's Primary Dubbo.

### **Part 1) SJP: All Parties -**

- Devices such as mobile phones / digital or electronic devices if brought to school is at the user's or owners, **own risk**.
- SJP takes all care but accepts no responsibility for loss, theft or damage to any persons mobile phones, digital or electronic devices that a person chooses to bring onto the school grounds.

### **Part 2) Acceptable Student Use of Mobile Phones, Digital or Electronic Devices on the school grounds OR at SJP school events during school time.**

- A) Firstly, bringing a mobile phone or electronic device to school is not recommended and is discouraged by SJP.
- B) If a student is required to carry a Mobile Phone, Digital or Electronic Device with communicative technologies enabled an Acceptable Use of Mobile Phones or Communicative Technology Device form will need to be lodged with the front office. (see Appendix A)
- C) With point A & B in mind - All communications from parent to child, or child to parent are to go through the front office during school time : 8:20am - 3:00pm.
- D) Mobile Phones or Digital & Electronic Devices are not to be used to inappropriately access carriage services such as telecommunications providers, social media platforms or message services whilst on the school grounds at any time.
- E) If a Mobile Phone, Digital or Electronic Device is at school it has to be turned off and remain securely in the user / owners school bag.
- F) Mobile Phones, Digital or Electronic devices which are in use during the school day 8:20am - 3pm may be taken by that staff member to the front office and the student's parent / caregiver will be notified by that staff member to come and collect the device from the front office.

- Mobile Phones, Digital or Electronic devices that are used inappropriately at any time on the school grounds including at the school bus bay or car pick up line may be taken to the front office to be collected by a parent or caregiver.
- G) Taking photos of other SJP school students, including friends, SJP staff or parents / caregivers and uploading them on any social media network, sharing application or service is not appropriate at any time without the express permission of the school's management. Consequences can apply if this protocol is breached.

**Part 3) Acceptable Parent / Caregiver Use of Mobile Phones, Digital or Electronic Devices in the school grounds Or at SJP school events at any time -**

- All communications from parent to child or child to parent are to go through the front office during school time : 8:20am - 3:00pm.
- Taking photos or video film of other school students, including friends or staff members of SJP and uploading them on any social media network, sharing application or service is not appropriate at any time.

**Part 4) Acceptable SJP Staff Use of Mobile Phones, Digital or Electronic Devices on the school grounds or at SJP school events.**

- Whilst directly teaching or supervising students a Mobile Phone, Digital or Electronic device should not be used unless in case of an emergency or as a technology that is required / assists or is part of the teaching learning process.
- Staff will have Mobile Phones, Digital or Electronic Devices on silent mode and out of sight when they are not required in the teaching learning process or are in school meetings.
- Mobile Phones, Digital & Electronic Devices should not be used to access social media platforms, messaging or telecommunications services, gaming or gambling applications, or any technology based application that is not directly linked to the teaching and learning process whilst SJP staff are working with or supervising students.



I \_\_\_\_\_ Parent / Caregiver of Student \_\_\_\_\_ Class \_\_\_\_\_

Require \_\_\_\_\_ to have a Mobile Phone or Communicative Technology Device at school for the following reasons -

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We agree that the student will abide by the St John's Primary School Policy and Code of Cooperation with regard to having a Mobile Phone, Digital or Electronic Device on the school grounds. Please tick each dot point and sign at the bottom to acknowledge that both student and parent / Caregiver have read and understood the agreement with regard to having a Mobile Phone, Digital or Electronic Device at school for any reason.

- ☐
  - A) Firstly, bringing a mobile phone or electronic device to school is not recommended and is discouraged by SJP. Devices such as mobile phones / Digital or Electronic Devices if brought to school is at the user's or owners, **own risk**.
- ☐
  - B) SJP takes all care but accepts no responsibility for loss, theft or damage to any persons mobile phones, digital or electronic devices that a person chooses to bring into the school grounds.
- ☐
  - C) With point A & B in mind - All communications from parent to child or child to parent are to go through the front office during school time : 8:20am - 3pm.
- ☐
  - D) Mobile Phones, Digital & Electronic Devices cannot be used to inappropriately access carriage services such as telecommunications providers, social media platforms or message services whilst on the school grounds at any time.
- ☐
  - E) If a Mobile Phone, Digital or Electronic Device is at school it has to be turned off whilst on the school grounds or at a school event and remain securely in the user / owners school bag.
- ☐
  - F) Mobile Phones, Digital or Electronic devices which are inappropriately in use between 8:00am - 3pm or have been sighted by a staff member of the school may be taken by that staff member to the front office and the student's parent / caregiver will be notified by that staff member to come and collect the device from the front office.



- H) Photos or video filming and distribution via any media platform of other students, parents or staff cannot be taken on the school grounds or at SJP school events at any time, with any device, without the express permission of the school's management. Consequences can apply if this protocol is breached.

**Student** \_\_\_\_\_ **Parent / Caregiver** \_\_\_\_\_ **Date** \_\_\_\_\_

*Office use only:*

**Approved**    YES    /    NO       **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*If No please provide reason/s -*

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