



# Mobile Phone and Devices Policy

## Emu Plains Public School

### Purpose and Rationale

The widespread ownership of mobile phones and other digital devices such as smart watches among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones or devices can be clearly identified and addressed, ensuring the benefits that mobile phones and other mobile devices provide (such as increased safety) can continue to be enjoyed by our students.

Emu Plains Public School accepts that parents give their children mobile phones or devices for personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting to and from school. It is acknowledged that providing a child with a mobile phone or device gives parents reassurance that they can contact their child if they need to speak to them urgently.

The Acceptable Use Policy for mobile phones and devices does not apply to students during school excursions, camps and extra-curricular activities. Mobile phones or devices are not permitted at these activities. When representing the school at sporting activities, the same responsibilities and consequences will be applied as at school.

### Responsibilities – Students and Parents

Mobile phones and other devices are personal property and any student bringing one to school does so at their own risk.

Students and their parents or guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school. It is the responsibility of students to abide by the guidelines.

The decision to provide a mobile phone to their child should be made by parents or guardians.

Parents should be aware if their child brings a mobile phone (or other mobile device) to school they will be required to complete the attached permission note.

### Acceptable Uses of Mobile Devices at School

#### *Using mobiles responsibly at school:*

**Students who bring devices to school must turn them off before entering the school grounds and sign them in at the front office. Devices should only be switched back on after leaving the school grounds.** If contact is needed to be made with a parent it should come from the school office. Parents are reminded that in cases of emergency, the school office (4735 1233) remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

#### **It is for the following reasons the school has a process for the storage of devices in the front office:**

Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school. Students should not use mobile phones/devices to make calls, send text messages, access the internet, take videos/photos or use any other applications during school time.

Mobile phones or other mobile devices must not disrupt classroom lessons with ringtones or beeping, they should be placed into “silent mode” and kept out of sight in students’ school bags during classroom lessons and school activities to minimise distractions.

Texting is a distraction in the classroom and is not permitted during school hours.

Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

### **Cyberbullying:**

Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

### **Use of Camera and Video functions:**

Mobile phones, smart watches or any other mobile device must not be used to take photos, videos or audio recordings of any other student or teacher without their consent. It is also prohibited to upload photos, videos or audio recordings of other students/teachers to social media websites or to send in an email.

### **Theft or damage**

Emu Plains Public School accepts no responsibility for replacing lost, stolen or damaged mobile devices.

Emu Plains Public School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

To avoid disputes and assist in finding owners, younger students may want to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg; by other students, or if stolen). Students must keep their password/pin numbers confidential.

Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office. Parents are also encouraged to download the 'Find My Phone' app, or similar, to assist in tracking a student's phone.

If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks.

## **Consequences of unacceptable and/or inappropriate use**

Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal.

Students who infringe the guidelines and rules set out in Emu Plains Public School's Acceptable Use Policy will have their mobile devices confiscated by teachers and the infringement will be dealt with under the School's Student Welfare and Discipline Policy. The mobile device will be stored in a secure place within the school and returned at the end of the school day and the student's parent(s) will be informed. Any photos or videos taken at school by the student will be deleted under the supervision of an Assistant Principal and the Principal.

Appropriate arrangements would then be made for the parents to collect the mobile device.

Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone or digital device to school.

Failure to heed the rules set out in Emu Plains Public School's Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

This policy was ratified by EPPS P&C on 9th March 2020.

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Emu Plains NSW 2750  
Ph: 4735 1233  
[www.emuplains-p.school.nsw.edu.au](http://www.emuplains-p.school.nsw.edu.au)

NSW Department of Education  
Student Use of Digital Devices and Online  
Services Policy:  
<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>

# Emu Plains Public School

## Student Mobile Phone and Device Policy and Procedure



Mobile phones and devices are personal property and any student bringing one to school does so at their own risk.

We do on the other hand understand that for safety reasons parents/carers may like to have their child walk to and from school with a mobile phone/device.

Whilst every effort is taken to ensure student phones/devices are locked away in a secure location; the school does not accept responsibility for the security of the phone/device.

**Definition of Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

### **Mobile Phone or Device Procedures for Students**

Students bringing a mobile phone or device to school must:-

- provide the school with a letter of approval from their parent/carer each year
- switch their phone or device off before entering the school grounds
- hand their phone or smart device into the office and sign it in (switched off)
- only switch their phone or device on after leaving the school grounds

### **Consequences for Breaching this Policy**

Students who fail to turn their phone off and hand into office or use their phone during the school day, will be breaching school rules, and will be dealt with under the School's Student Welfare and Discipline Policy.

The phone/device will be confiscated, locked away, and returned to the student at the end of the school day.

Any photos or videos taken at school by the student will need to be deleted under the supervision of an Assistant Principal and/ or the Principal. Parents will be informed of their child's breach of this policy.

# Emu Plains Public School

## Student Mobile Phone and Device Authority



I give permission for my child \_\_\_\_\_  
of class \_\_\_\_\_ to have a mobile phone or device at school.

I understand that mobile phones or devices are personal property and any student bringing one to school does so at his/her own risk.

I understand that the school has a process for the storage of the student's phone or smart device and that the school does not accept responsibility for the security of the phone/device.

I will inform the school of any changes to this authority.

I have read the Emu Plains PS Student Mobile Phone and Device Policy and Procedures.

I have discussed the procedures with my child.

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Parent /Carer's Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

My parents have discussed the Emu Plains PS Student Mobile Phone and Device Policy and Procedures with me and I agree to follow it at all times.

Signed (student) \_\_\_\_\_

Student name \_\_\_\_\_

Date \_\_\_\_\_

### **Consequences for Breaching this Agreement**

Cases where students fail to turn their phone or device off at the gate and /or use their phone/device during the school day, will be managed in line with the School's Student Welfare and Discipline Policy.

The phone or device will be stored for the day, and the student will collect at the end of the school day.

Any photos or videos taken at school by the student will need to be deleted under the supervision of an Assistant Principal and/or the Principal.

Parents will be informed of their child's breach of this policy.