



Student Use of Mobile Phones and Smart Watches Procedures

Purpose

Our school acknowledges the use of mobile phones and smart watches to enhance student safety when coming to and from school. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

Mobile phones and smart watches capabilities extend beyond that of making a call, all of which have implications for use at school. These procedures are designed to help ensure that staff, students and parents/carers are familiar with the guidelines for the appropriate use of mobile phones at school.

Our School's Approach

Mobile phones are not to be used during the school day once students have entered the school grounds. This includes during school events including excursions.

Smart watches that can make calls or have WiFi accessibility must have these features turned off when students enter the school grounds.

Exemptions

An exemption can be provided to a student who requires a mobile phone or smart watch for medical or personalised learning needs as part of their school health care plan or individual education plan. Exemptions will be considered on a case by case basis.

Contact between parents/carers and students through a school day

All communication, including in the case of emergency, during school hours will be directed through the front office. Students can approach their teacher or a member of the executive staff if they need to contact home during the school day.

Inappropriate use of a device

Inappropriate use of a device will be referred to the Principal. Parents will be contacted and students will be given a warning, and any further consequences discussed with the parents/carers. Parents/carers may be asked to come to school to collect the device.



- **Responsibilities**

For Students

- take their mobile phone to the front office on arrival at school and sign it in for the day. It is their responsibility to collect it at the end of the school day. The phones will be stored in a labelled plastic pouch at the front office and kept in a box for the day.
- are not to use Mobile phones during school hours whilst on school grounds and smart watches must have phone and WiFi accessibility turned off.
- mobile phones must be turned off when they are at school.

For Parents/Carers

- mobile phone permission form must be completed by parents/carers and updated if a new or different phone is used.
- mobile phones and smart watches that are brought to school remain the responsibility of the owner and the school will not accept any responsibility for loss or damage of mobile phones.

Mobile Phone Permission

I give permission for my child _____ of class _____ to bring their mobile phone to school. I have read the procedures with my child and they are aware of the need to sign in the phone at the office each morning when they arrive at school and collect it again in the afternoon.

I understand that the phone will be kept in a labelled plastic pouch with this permission note and stored in a box in the front office for the duration of the school day.

Parent name: _____

Parent signature: _____

Student signature: _____

Date: _____

Phone model	
Phone Number	
Description, eg cover	



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