

PERSONAL MOBILE DEVICES POLICY - September 2019

Purpose

To communicate to our school community our requirements and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

Scope

This policy applies to:

- All students at Lalor East Primary School and,
- all personal mobile devices that have not been approved by Lalor East Primary School and/or the classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

Definitions

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

Policy

Lalor East 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.

- Mobile phones brought to school by students must be signed in to the office on arrival at school
- Student mobile phones handed in to the office may be collected after the 3:30 pm dismissal bell.

Personal mobile device use

Personal mobile devices **must not** be used:

- 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.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's [Student Engagement and Well-Being Policy](#), [Internet Policy](#) and/or [Cyberbullying Policy and Student Acceptable Use Contracts](#). 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

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this policy by the Principal.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact Lalor East Primary School for further information.

Insurance

Students are responsible for their personal mobile device. Lalor East Primary School and the Department of Education & Training do not have insurance for accidental property damage. 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.

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Lalor East 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.

Related policies and resources

Other school policies which are connected with this policy are:

- Camera Policy 2017
- Digital Technologies (Internet, Social Media and Digital Devices) (2019)
- Internet Policy (2019)
- Internet Procedures (2019)
- Bullying Policy (2019)
- Digital Technologies (Internet, Social Media and Digital Devices) (2019)
- Digital Technologies Student Acceptable Use Agreements (2019)
- Google Apps for Education Consent Form (2019).

References

- Department of Education's School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- Department of Education's School Policy and Advisory Guide: [Ban, Search and Seize Harmful Items](#)

Evaluation

This policy is required by the Department of Education and Training.

This policy will be reviewed every two years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

This policy replaces the LEPS Mobile Phone Policy (2014)

Ratified by School Council: 10 September 2019

Next review: September 2021