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# Hawthorn West Primary School

## Mobile Phones and Electronic Devices

### Acceptable Use Policy

#### Rationale

- Hawthorn West Primary School accepts that parents give their children mobile phones for before and after school safety/security reasons particularly for a child travelling to and from school alone or on public transport.
- In the school environment, electronic devices are provided for educational purposes in a monitored and secure way.

#### Program Objectives

- The increased ownership of mobile phones and electronic devices require that school administrators, teachers, students, parents and guardians take steps to ensure mobile phones and electronic devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones and other electronic devices can be clearly identified and addressed, thus ensuring that the benefits of mobile phones, such as increased safety and security, can still be enjoyed by our students.
- Hawthorn West Primary School has established this Acceptable Use Policy for mobile phones and electronic devices to provide teachers, students, parents and guardians, guidelines and instructions for the appropriate use of mobiles and other electronic devices during school hours.
- The Acceptable Use Policy for mobile phones and electronic devices also applies during school excursions, camps and extra-curricular activities. In the case of school camps involving overnight stay, the school does not allow students attending, to carry mobile phones. The school mobile number and camp number will be made available to parents for emergency purposes.

#### Responsibilities

- Students and their parents/guardians should read and understand the Acceptable Use Policy and sign the permission form before students are permitted to bring their mobile phone and electronic devices to school.
- It is the responsibility of the students who bring mobile phones and electronic devices to school to adhere to the guidelines outlined in this document.

- The decision to provide a mobile phone or electronic device to their children should be made by parents or guardians.
- Parents should be aware that their child is taking a mobile phone or electronic device onto school premises.

### **Implementation:**

#### **Staff:**

- During teaching time, while on yard duty and during meetings, mobile phones will be switched off or put on silent and kept out of sight. Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on yard duty and during meetings.

#### **Students:**

- Mobile phones and electronic devices must be kept in the student's bag during the school day. Students are not to use their mobile phones at all during the school day 8.50am – 3.30pm and must be outside of the school building before they use their phones.
- If a student needs to make a telephone call during the day they must ask permission from a teacher and a school telephone will be used, if deemed appropriate.
- Parents are reminded that in cases of emergency the school office remains the appropriate point of contact and the best way to ensure your child is reached quickly and assisted in an appropriate way.
- Mobile phones or personal electronic devices being used by a student during the day will be confiscated and their parents or guardians may be contacted.
- The Principal may revoke a student's privilege of bringing mobile phones and electronic devices to school where use is not in accordance with this Acceptable Use policy.
- Mobile phones should be kept on silent or turned off during school hours.

#### **Theft or Damage**

- Mobile phones and electronic devices which are found in the school and whose owner cannot be located should be handed to the school office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or electronic devices.

Ratified by School Council in May 2015.

HAWTHORN WEST PRIMARY SCHOOL MOBILE PHONE AND ELECTRONIC  
DEVICES Permission Form

I have read and agree to the Hawthorn West Primary School's Policy for Acceptable Use of mobile phones and electronic devices at school.

I understand that this form will be kept on file at the school and that the details may be used and shared with the appropriate authorities, if necessary to assist in identifying a mobile phone or electronic device should the need arise (e.g. if lost, or if the phone or device is being used inappropriately).

I give my child permission to carry a mobile phone (or electronic device) to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in Hawthorn West Primary School's mobile phone and electronic devices Acceptable Use Policy.

Parent name (print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ student name have read and agree to the Hawthorn West Primary School Mobile Phones and Electronic Devices Acceptable Use Policy.

Student signature: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Date: \_\_\_\_\_