



HAWTHORN WEST PRIMARY SCHOOL MOBILE PHONE AND PERSONAL ELECTRONIC DEVICE ACCEPTABLE USE POLICY

1. PURPOSE

- 1.1** The increased ownership of mobile phones and personal electronic devices require that school administrators, teachers, students, parents and guardians take steps to ensure all devices are used responsibly at school. The Hawthorn West Primary School Acceptable Use policy is designed to ensure that potential issues involving mobile phones and other personal electronic devices can be clearly identified and addressed, thus ensuring that the benefits of all electronic devices, such as increased safety and security, can still be enjoyed by our students.
- 1.2** Hawthorn West Primary School has established this Mobile Phone and Personal Electronic Device Acceptable Use Policy to provide guidelines and instructions for teachers and students as to the appropriate use of all devices during school hours.
- 1.3** The Acceptable Use policy for mobile phones and personal electronic devices applies:
- to mobile phones, iPads and Smart Watches e.g. Apple Watch, that allow photographs, audio, video, communication Apps, email or text message.
 - when students are on HWPS school property between the hours of 8.30am – 3.45pm.
 - for all HWPS Camps, school excursions and extra-curricular activities such as sporting events off site. The school mobile number and camp phone number will be made available to parents for emergency purposes.

2. RATIONALE

- 2.1** Hawthorn West Primary School accepts that many parents provide their children with a mobile phone for safety and security reasons, particularly for a child travelling to and from school alone and/ or on public transport.
- 2.2** In the school environment, electronic devices are provided by HWPS for student use for educational purposes in a monitored and secure way.

3. IMPLEMENTATION

3.1

Parents will:

- Give approval for their child to bring a mobile phone or personal electronic device onto school premises.
- Contact the school office in cases of emergency to ensure their child receives information quickly and is assisted in an appropriate way.

Staff will:

- Collect mobile phones or electronic devices at the beginning of the school day and secure in a suitable space and return them at 3:30pm.
- Revoke a student's privilege of bringing a mobile phone and / or a personal electronic device to school where use is not in accordance with the HWPS Mobile Phone and Personal Electronic Device Acceptable Use policy. Parents or guardians will be contacted.
- Provide access to the school phone for students who need to make a telephone call during the day.

Students will:

- Read the Acceptable Use policy and sign the permission form prior to bringing their mobile phone and/or personal electronic device to school.
- Follow the acceptable use guidelines when at school.
- Ensure their device is named.
- Not use their mobile phone or personal electronic device once on school grounds between 8:30am to 3:45pm. (Use includes calls, SMS messages, recording audio, photographs or video, listening to music, playing games, using apps or accessing the internet and all other features.)
- Switch their mobile phone and/or personal device to silent, flight mode or turn it off during school hours.
- Hand their mobile phone and/or personal electronic device to their classroom teacher at the start of the day for it be secured in a suitable space e.g. Teachers' Office during the school day 8:30am – 3:45pm
- Not keep a mobile phone or personal electronic device in their school bag.
- Seek permission from a teacher if they need to make a telephone call during the day

4. THEFT OR DAMAGE

- 4.1** Mobile phones and electronic devices which are found in the school will be handed to the school office for safe keeping.
- 4.2** The school does not accept responsibility for replacing lost, stolen or damaged mobile phones or electronic devices that are not handed into the classroom teacher for secure keeping.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by School Council in February 2018



HAWTHORN WEST PRIMARY SCHOOL MOBILE PHONE AND PERSONAL ELECTRONIC DEVICE

PERMISSION FORM

I have read and agree to Hawthorn West Primary School's policy for the acceptable use of mobile phones and personal electronic devices at school.

I understand that this permission 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 personal 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 personal electronic device to school and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in the Hawthorn West Primary School Mobile Phone and Personal Electronic Device Acceptable Use policy.

Parent name (print): _____

Parent signature: _____

Date: _____

I _____ (student name) have read and agree to the Hawthorn West Primary School Mobile Phone and Personal Electronic Device Acceptable Use policy.

Student signature: _____

Mobile phone number: _____

Date: _____