	Policy Name:	Mobile phones, smart watches and similar devices	First approved:	New
			Last approved:	03-2019
	Responsible:	Principal	Review date:	03-2022

1. **Rationale:**

- 1.1 Lyndhurst Primary School acknowledges that mobile phones, smart watches or similar devices may be used as a safety measure out of school hours for children who travel alone, on public transport or commute long distances to school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact that can ensure your child is reached quickly and assisted in an appropriate way.

2. **Aim:**

- 2.1 To explain Lyndhurst Primary School's policy in relation to the use of mobile phones, smart watches and similar devices by students.
- 2.2 To ensure that mobile phone, smart watches and other similar devices will only be permitted at school;
- where teaching and learning is conducted in an environment free from unnecessary distractions or disruptions
 - where its usage is not detrimental to students or their learning,
 - where the privacy of all members of the school community is maintained,
 - and where parents accept responsibility for ensuring that their child's use of such devices adheres to the guidelines in this policy,

3. **Scope:**

- 3.1 This policy applies to all Lyndhurst Primary School students.
- 3.2 This policy applies to all school activities, including camps and excursions.
- 3.3 This policy is based on the DET Mobile Phone policy template.


4. **Implementation:**

Personal Property:

- 4.1 This policy should be read in conjunction with the ICT Acceptable Use Policy and the Personal Property Policy.
- 4.2 Any private property brought to school by students, staff or visitors is not insured and neither the Department of Education and Training nor the school, accepts any responsibility for any loss, theft or damage. This can include mobile phones, electronic devices, expensive watches, calculators, toys and sporting equipment. As neither the school nor the Department holds insurance for personal property brought to school and has no capacity to pay for any loss, theft or damage to such property, students are discouraged from bringing any unnecessary or valuable items to school. Damage to personal property brought to school is the responsibility of the owner of that property.

Mobile devices:

- 4.3 Students must not have mobile phones, smart watches, gaming devices or similar devices at school during school hours. Children must not have one of the above devices in their bag, locker or in their possession during school time.
- 4.4 If a device is required by parents for their child to use before or after school, permission must be obtained from the Principal using the attached request form. If permission is granted, the student will be required to hand the device in to the office when they arrive at school each morning and collect it again as they leave each afternoon.

	Policy Name:	Mobile phones, smart watches and similar devices	First approved:	New
			Last approved:	03-2019
	Responsible:	Principal	Review date:	03-2022

4.5 Once the Principal's permission has been obtained, the decision to provide a mobile phone to a child is the responsibility of the parent/guardian.

Acceptable Use


- 4.6 Parents must be aware when their child is taking a mobile phone to school.
- 4.7 The parent and the student must sign the attached Acceptable Use Agreement and adhere to all requirements of the agreement.
- 4.8 In the event that any aspect of the agreement is broken by the parent or the student, the permission may be immediately withdrawn by the Principal.
- 4.9 Where the agreement is broken by a student, the device in question will be confiscated, stored securely and returned to the parent upon request.

5. Evaluation:

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

References:

School Policy Advisory Guide: Personal Goods
<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx>
 DET Student Use of Mobile Phones
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>
 DET Mobile Phone Policy Template
<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CID=79>

	Policy Name:	Mobile phones, smart watches and similar devices	First approved:	New
			Last approved:	03-2019
	Responsible:	Principal	Review date:	03-2022

Appendix 1: Request for permission to bring a mobile phone, smart watch or similar device to school (for use out of school hours ONLY):

I request permission for my child _____ of grade _____ to carry to school a:

- Mobile phone Device details: *eg iPhone 6* _____
- Smart watch Device details: _____
- Or other device Device details: _____

Mobile Phone Number (if applicable): _____

Reason my child needs to bring a mobile device to school:

- I have read, understand and agree to the conditions in the Acceptable Use Agreement (Appendix 2) and I understand that it is my responsibility to ensure my child's device use adheres to the Guidelines and that any breach of these guidelines may result in the device being confiscated and stored and the permission being immediately withdrawn.
- I understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly.
- I understand that, upon arrival at school, my child will turn the device off and hand it to staff in the school office where it will be securely stored until collection after school.
- I understand that, although the school will store the device securely, the school takes no responsibility for loss, theft or damage to the device either during or outside of school hours.
- I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg. if lost, or if the phone is being used inappropriately).

Parent:

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Student agreement:

Student Name (please print): _____ Grade _____

I understand that I must follow all of the rules for my device and that, if I don't, my device may be confiscated and I may not be allowed to bring it to school anymore.

Student Signature: _____ Date: _____

Principal's permission:


Permission is granted/not granted for _____ of Grade _____ to bring the above device to school for use before and after school hours.

If given, this permission is for the remainder of the school year (or an earlier agreed date) and a new request for permission must be submitted next year, if required.

Special conditions if applicable: _____

Period of permission: ___ / ___ / ___ until ___ / ___ / ___

Principal Signature: _____ Date: _____

	Policy Name:	Mobile phones, smart watches and similar devices	First approved:	New
			Last approved:	03-2019
	Responsible:	Principal	Review date:	03-2022

Appendix 2: Mobile Device Acceptable Use Agreement: (for use out of school hours ONLY)

This Agreement applies to students who bring mobile devices to school.

It is the responsibility of students who bring mobile phones, smart watches and other similar devices onto school premises to adhere to the guidelines outlined in this attachment, the guidelines in the Lyndhurst Primary School ICT Acceptable Use Agreement and all relevant DET guidelines. Students may be permitted to have a mobile device at school under the condition that the attached parent/guardian request form (Appendix 1) and school mobile device Acceptable Use Agreement has been read and signed by the student's parent/guardian and is approved by the Principal.

Responsibility:

Lyndhurst Primary School acknowledges that mobile devices such as mobile phones, smart watches or similar may be used as a safety measure, out of school hours, for children who travel alone, on public transport or commute long distances to school. Parents are reminded that in cases of emergency, the school office remains a vital and the most appropriate point of contact, ensuring your child can be reached quickly and is assisted in an appropriate way.

Please note, the school accepts no responsibility for:

- lost, stolen or damaged mobile devices.
- mobile devices lost, stolen or damaged while traveling to and from school.

Usage Agreement - students: These guidelines apply to all Lyndhurst Primary School Students at all times

- Mobile devices are to be switched off during school time and handed in to the school office upon arrival in the morning.
- No mobile device should be used to make calls, send SMS messages, send emails, surf the internet, take photos or any other communication application during school hours or on school grounds at any time.
- Student devices should only display appropriate content.
- Students will display courtesy, consideration and respect for others when using a mobile device.
- Students with mobile phones, smart watches or similar devices must not engage in personal attacks, harass or bully another person or post private information about another person.
- Students must not use, download, display or send offensive, threatening or objectionable files, photos, emails, messages, audio or video or make offensive, threatening, harassing or bullying phone calls.
- Students must take care with their own personal information when using any digital device.
- Mobile devices are not permitted to be taken to school camps, excursions or other functions.
- Any student who is found to have a mobile device on them during school time, without permission, will have their device confiscated and returned to the parent/guardian upon request.
- Students must not take any audio, photographs or video of other students or school community members.
- Mobile devices must not be used in banned spaces eg. changing rooms, toilets, gyms and swimming pools.
- Mobile devices must not be used during exams or assessments.
- Misusing personal mobile devices at school or at any other time, will be brought to the attention of the Principal who will determine consequences in line with school's discipline procedures and with the school's broader policy on digital device use.
- The Principal may immediately revoke a student's privilege of bringing mobile devices to school at any time.

Parent Request: I have read, understand and agree to the requirements of this agreement

Parent Name (please print): _____

Parent Signature: _____ Date: _____