

	<h1>Glengarry Primary School</h1>	Effective date: Term 4, 2022
	<h2>Digital Device Policy</h2>	Review due: Term 4, 2025

Aim

To have appropriate use of personal digital devices, such as mobile phones and smart watches, on the school campus.

Rationale

It is important to provide a clear statement of what constitutes appropriate use of a personal digital device in a primary school setting. This policy aims to ensure that the use of these devices does not affect teaching and learning or the good management of the school.

Scope

This policy covers small, electronic communication devices such as mobile phones and smart watches. A separate '*On-Line Policy*' and '*1:1 Technology Program Guidelines*' covers the use of computers and tablet devices for the purpose of learning.

This intent is endorsed by the School Board and applies to all members of the school community whilst on the school campus.

Guidelines

(a) Mobile Phones

The school does **not support the student use of mobile phones** at school. However, students may have mobile phones at school where there are compelling reasons to do so and where the child and parent have both signed the consent form provided as part of the school's enrolment process.

Students have access to a telephone in the office. In cases of **emergency, all contact is to go through the school office**. Parents and teachers are to make sure students understand that messages received on any device are not to be read during school time.

Mobile phones are a personal item and as such should be kept out of sight **in their school bag** from when they enter the school grounds. If the mobile phone is found out of the school bag during school hours the phone will be held at the office for **collection by the parent or carer**.

For security reasons, mobile phones **may be kept in the office** during school hours. It is the responsibility of the student to leave and collect the mobile phone. The mobile phone **must be clearly labelled with the child's name**.

The Principal will refer to the school's Pastoral Care Policy if any student is found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises. If a student has filmed a fight, this will result in immediate suspension.

Staff and parents should not have mobile phones turned on to receive or send calls or text messages during class times, while on duty or at meetings.

Staff may only make calls using mobile phones during class time for urgent matters.

Out of courtesy to others, all mobile phones should be turned off during assemblies.

(b) Smart Watches / Fitness Trackers

The school **encourages students to wear watches**. However, if a student wears a watch with notification capabilities, all notifications must be turned off (aeroplane mode) and the watch must be set to silent.

Watches that connect to the Internet in any way (either through a mobile phone or a cellular connection) must have this function disabled while at school.

If a teacher determines that a watch or other device is proving a distraction, the teacher may ask the student to take the watch off and / or not bring it to school.

(c) Other Personal Digital Devices

Students should not bring other devices with a communication or recording function to school without permission from the Principal.

(d) Responsibility for Loss or Damage

Under no circumstances will the school accept responsibility for the loss, theft or damage to a student's personal digital device.