



MOUNT ANNAN PUBLIC SCHOOL - 2024

Student Mobile Phone/Digital Devices Management Procedures

Purpose

The purpose of this policy is to ensure that:

1. mobile phone/digital device use does not disrupt the teaching and learning environment for any student or teacher;
2. potential risks to student safety and well-being posed by inappropriate use of mobile phones/digital devices can be identified and addressed;
3. students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones/digital devices.

Responsibility

1. Mount Annan PS strongly discourages students from bringing mobile phones/digital devices to school. In the instance that parents feel it is necessary for their child to have a phone/digital device in their possession at school, it is the responsibility of the student to have the device switched off and stored away in their school bag from the time they enter the school grounds until the time they leave school grounds.
2. The decision to provide a mobile phone/digital device to their children should be made by parents or guardians who should be aware that their child is bringing a mobile phone/digital device to school.
3. It is the responsibility of all staff and parents to comply with the appropriate use of mobile phones/digital devices guidelines as outlined in this document and Department of Education (DoE) policy.
4. The school accepts no responsibility for lost, stolen or damaged phones/digital devices. The school also accepts no responsibility for students who lose or have their phones/digital devices stolen whilst travelling to and from school.

Key Policy and Procedures:

Key policy and procedure that can be accessed are: Student use of mobile phones/digital devices in schools policy -

<https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

Guidelines

For Students

1. All students are to be made aware of the unacceptable uses of mobile phones/digital devices to ensure they have a clear understanding of what is and is not appropriate.
2. Mobile phones/digital devices should be switched off as soon as students enter the school grounds and kept securely in school bags.
3. Parents are reminded that in cases of emergency or when messages need to be passed onto students, the school office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner.
4. Students are not permitted to bring mobile phones/digital devices on school excursions and overnight camps under any circumstances.
5. School staff will not be held responsible for the security of phones/digital devices should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

Consequences of Inappropriate Use of Mobile Phones/Digital Devices

Students who do not have their phones/digital devices turned off and stored away out of sight will:

1. Hand their phone/digital device to an executive who will contact their parent/carer and inform them of consequences for breaching the procedures.
2. The incident will be documented on the school's internal information database.
3. A reflection letter will be issued and the student will be asked to attend the reflection room at lunchtime.
4. If the infringement occurs again, an executive will contact the parent/carer to inform them of the consequences in line with the school's behaviour code and ask the parent/carer to collect the phone/digital device from the school office.

Related Technology

Related technology such as portable computer games, smart watches, ipods and other similar devices are classified as digital devices should not be brought to school. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones/digital devices is outlined above.