



# PERSONAL MOBILE DEVICES

## POLICY

### PURPOSE

To explain to our school community Geelong East Primary School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

### SCOPE

This policy applies to:

1. All students at Geelong East Primary School and,
2. All personal mobile devices that have not been approved by Geelong East Primary School for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

### DEFINITIONS

**Personal mobile devices** are portable computing and communication devices such as smartphones, tablet computers and smart watches.

### POLICY

Geelong East Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

- During school hours, personal mobile devices must be switched off
- All mobile phones are to be left at the office

#### Personal mobile device use

Personal mobile devices must not be used:

- during class or assemblies or in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gym
- during assessments

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the the office In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission by the Assistant Principal or have been granted an exemption to this Policy by the Principal.

### **Exemptions**

There may be circumstances in which a parent may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the Principal.

### **Insurance**

Students are responsible for their personal mobile device. Please note that the Geelong East Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

### **Camps and excursions**

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Geelong East Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

## **RELATED POLICIES AND RESOURCES**

- [Insert links to your school's relevant policies eg: *Student Wellbeing and Engagement*, Digital Technologies (Internet, Social Media and Digital Devices) etc

## **REVIEW PERIOD**

This policy was last updated on the 13/08/2019 and is scheduled for review as part of the review cycle.