

1. Definitions

- 1.1 Mobile device - a portable computing device such as a smartphone or tablet with communication capabilities.
- 1.2 Leadership Team - consists of Principal, Assistant Principal and Leading Teachers.

2. Purpose

- 2.1 The increased ownership of mobile devices requires school administrators, teachers, students and parents take steps to ensure that mobile devices are used responsibly.
- 2.2 To provide teachers, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours. In order for students to carry a mobile device during school hours, students and their parents/guardians must first read and understand the policy. The policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

3. Scope

- 3.1 The Coatesville Primary School Mobile Devices Policy addresses three broad areas:
 - 3.1.1 Personal safety and security
 - 3.1.2 Responsibility
 - 3.1.3 Appropriate conduct.

4. Policy

Personal Safety and Security

- 4.1 Coatesville Primary School understands that providing a child with a mobile device gives parents reassurance that they can speak with their child whilst traveling to and from school.
- 4.2 The School Office remains the appropriate and vital point of contact and can ensure a student is reached in a timely manner and assisted in any appropriate way.

Responsibility

- 4.3 The decision to allow a student to bring a mobile device to school is to be made by the parent/carer.
- 4.4 Permission to have a mobile device at school is contingent upon parent/carer permission in the form of a signed copy of the Student Mobile Device Agreement.
- 4.5 Parents/carers and/or Principal may revoke approval at any time.
- 4.6 All students who intend to bring a mobile device onto school premises will be issued with the Student Mobile Device Agreement. This document should be read carefully with a parent/carer and the acknowledgement page signed and returned to the student's class teacher.
- 4.7 Students will not have permission to bring mobile devices onto the premises until the acknowledgement page of Student Mobile Device Agreement has been signed by the student and a parent/carer and returned to the student's class teacher. Signed Agreements will be filed in a secure place.

- 4.8 The school encourages anyone with a query about the Mobile Device Policy and Student Mobile Device Agreement to contact their child's class teacher in the first instance.

Appropriate Conduct

- 4.9 The use of mobile devices on school premises and during school hours is not permitted unless authorised by a member of the Leadership Team.
- 4.10 Mobile devices must be switched off at school and left in the student's bag.

Camps and Excursions

- 4.11 Students are not permitted to bring mobile devices on camps.
- 4.12 On excursions, students must adhere to Student Mobile Device Agreement.

Breaches

- 4.13 Students who use their mobile devices inappropriately at school may be issued with consequences consistent with our school's Student, Engagement, Inclusion & Well-being Policy, e-Learning Policy and/or Social Media Policy.
- 4.14 In some circumstances, students' mobile devices may be confiscated and stored securely to be returned at a suitable time, which will be determined by the Principal or their delegate.

Insurance

- 4.15 Students are responsible for their mobile device. Please note that Coatesville 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 mobile devices that may be brought to school.

5. Evaluation

- 5.1 This policy will be reviewed every 2 years (or as required) as part of the school's review cycle.

This policy was last ratified by School Council in March 2019