

1. Definitions

- 1.1 Mobile device - a portable computing device including but not limited to phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities. This does not include student Chromebooks.
- 1.2 Leadership Team - consists of Principal, Assistant Principal and Leading Teachers.
- 1.3 Extra-curricular activities are activities that are adjacent to the curriculum such as, but not limited to house and district sports events, interschool sports, sports training, school discos or similar events where school staff are supervising.

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 safely and responsibly.
- 2.2 To provide teachers, students and parents guidelines and instructions for the appropriate storage and use of mobile devices whilst attending school or a school activity. In order for students to have a mobile device at school during school hours, students and their parents/carers must first read and accept the policy. The policy for mobile devices also applies to students during extra-curricular activities.

3. Scope

- 3.1 The Coatesville Primary School Mobile Device 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 student with a mobile device gives parents reassurance that they can speak with their child whilst traveling to and from school.
- 4.2 All Mobile devices are to be switched off and stored either in school bags or in the lockable storage containers provided by the school during school hours (8.45am – 3.30pm).
- 4.3 Secure location will be located throughout learning spaces and these will only be accessible by school staff. Devices will be locked by 9.05am and opened again at 3.30pm.
- 4.4 Parent/carers and students can choose if they place their devices in the supplied storage units or in their school bags.
- 4.5 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

- 4.6 The decision to allow a student to bring a mobile device to school is to be made by the parent/carer.

- 4.7 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.
- 4.8 Parents/carers and/or Principal may revoke approval at any time due to inappropriate conduct.
- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 Coatesville Primary School does not have accident insurance for accidental property damage or theft and therefore accepts no responsibility or liability for mobile devices that are brought to school. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Appropriate Conduct

- 4.13 The use of mobile devices by students on school premises during school hours is not permitted.
- 4.14 Mobile devices must be switched off at school and left in the student's bag or in the lockable storage containers during school hours.

Camps, Excursions, and extra-curricular activities

- 4.15 Mobile devices are not permitted on camps, excursions or extra-curricular activities. On these days students will be asked to remove their mobile devices from their bags and placed in a lockable storage container prior to leaving the school grounds.

Breaches

- 4.16 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 and/ or Digital Learning Policy.
- 4.17 In some circumstances, students' mobile devices may be confiscated and returned at a suitable time.

5. Evaluation

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

STUDENT MOBILE DEVICE AGREEMENT

- This agreement is to be completed by all students, and their parents/carers, who intend on having a mobile device on the school's premises.
- The document is to be read together by the student/s and their parent/carer at home, signed and returned to school.
- Not abiding by any terms of this agreement outlined below may result in confiscation of the mobile device and a review of student privileges.

Definition

Mobile device - a portable computing device including but not limited to phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities.

Leadership Team - consists of Principal, Assistant Principal and Leading Teachers.

Preamble:

Coatesville Primary School understands that providing a child with a mobile device gives parents reassurance that they can speak with their child whilst travelling to and from school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can speak with their child quickly at any time.

It is the responsibility of students who bring mobile devices onto school premises to adhere to the guidelines outlined in this agreement. The decision to provide a mobile device to students should be made by their parents/carers. Parents/carers should be aware if their child brings a mobile device onto school premises. Students will not have permission to bring mobile devices onto school premises during school hours until the acknowledgement page of the Student Mobile Device Agreement has been signed by the student and a parent/carer and returned to the student's class teacher.

Read over this agreement with your child and have a discussion regarding their responsibilities.

PARENTS:

Parents are expected to support the school's policies and standards in relation to mobile devices being brought onto school premises or to school activities (extra-curricular activities).

Conditions of use:

1. Students are not permitted to use mobile devices during school hours (8.45am – 3.30pm).
2. Mobile devices must remain in school bags or lockable storage containers provided by the school and be switched off throughout the school day.
3. Mobile devices at school are the responsibility of the owner and not Coatesville Primary School.
4. Student mobile phone numbers must be provided for every mobile device that has been permitted to be brought onto school premises.
5. Student mobile phone numbers will be saved on the Computerised Administrative System Environment for Schools (CASES21) and only be used by the school in the event of an emergency.

STUDENT MOBILE DEVICE AGREEMENT

- *During school hours, mobile devices must:*
 - be stored in school bags or lockable storage containers provided by the school
 - be switched off

- only be used if students are given permission by a member of the Coatesville Leadership Team.
- If a student is given permission from a member of the Coatesville Primary School Leadership team, mobile devices must not be used:
 - in any way that disrupts the learning of others
 - to send inappropriate, harassing or threatening messages or device calls
 - to engage in 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 toilets, changing rooms or gym.
- Mobile devices are the owner's responsibility and not that of the school.
- Mobile devices are not permitted on excursion, incursions or school camps. On these days students will be asked to remove their mobile devices from their bags and placed in a lockable storage container prior to leaving the school grounds.

STUDENT/PARENT/CARER

- I have read the *Student Mobile Device Agreement* of Coatesville Primary School and we have discussed the content.
- I agree with the conditions relating to students having mobile devices at Coatesville Primary School.
- I understand that any damage that happens to my child/ren's mobile device at school whilst in their school bag or stored away is not the responsibility of Coatesville Primary School.
- I give permission for my child to have a mobile device on school premises.

UNACCEPTABLE USE OF MOBILE DEVICES ON SCHOOL PREMISES

- If a student brings a mobile device to school without a signed Mobile Device Agreement, their device will be collected and stored until the end of the school day. Whilst every care is taken to ensure the mobile device is kept safe, Coatesville Primary School is not responsible for any loss or damages to the items.
- Restorative practices will be tailored to meet specific concerns related to a breach of this agreement and any breach will result in review of student privileges in consultation with the Principal and/or delegate and parents/carers.
- In the event of a serious breach or repeated offences parents/carers will be informed and the mobile device will be confiscated and returned at a suitable time, which will be determined by the Principal and/or delegate.

NAME OF STUDENT: _____ **GRADE:** _____

STUDENT SIGNATURE: _____

STUDENT MOBILE PHONE NUMBER:

PARENT/CARER NAME: _____

PARENT/CARER SIGNATURE: _____ **DATE:** _____