



# St Agnes Catholic Primary School

## Student Personal Mobile Device Policy

### Rationale

St Agnes takes the safe and responsible use of digital technologies, student safety and wellbeing, along with the development of social skills and positive behaviour very seriously. Whilst we acknowledge that we live in a technology-rich world where mobile devices are an important communication tool, mobile devices can be disruptive in classrooms and are open to misuse at school. The unregulated presence of personal mobile devices in classrooms can undermine students' capacity to think, learn, remember, pay attention, regulate emotion and build resilience.

This policy aims to remove unnecessary distractions from our classrooms and playgrounds, so that teachers can teach, and students can learn in a more focused, positive and supportive environment.

While it is acknowledged that providing a child with a mobile phone or SMART watch may give parents/guardians reassurance that their child can contact them in emergency situations involving personal security and safety, this is not necessary during the school day when students have access to supervised environments and existing school communication processes. It is essential that all communication between students and anyone outside the school, during the school day, be made with full knowledge of the school.

### Procedures, Practices and Processes

- It is strongly recommended that students do not bring personal mobile devices to school. Students should only bring a mobile device to school if required for essential communication before or after school, as a safety measure when commuting to and from school or for health and medical reasons.
- Only digital devices issued by the school may be used by students during the school day.
- Students are not permitted to access personal mobile devices during school hours including, but not limited to: mobile phones, tablets, gaming devices, devices with a camera, data / sim enabled smart watches and fitness trackers, air pods and other devices that have the potential to communicate and access mobile technologies in similar ways to a mobile phone.
- All personal mobile devices MUST BE TURNED OFF and handed in to the School Office when a student arrives at school. At the end of the school day devices may be collected from the Office.
- Any smartwatch with the capacity to text, call, receive messages, record audio, or take photos must be handed in to the office before school, regardless of whether these functions can be disabled or switched to 'school mode'.
- Students are not to use personal mobile devices to contact parents in a way which would circumvent normal school procedures. While at school, students are the responsibility of the school and all instances that require emergency contact and communication with parents/guardians MUST be through an appropriate staff member or a member of the Leadership Team.
- Parents are reminded that in cases of emergency the school office remains the first point of contact to ensure your child is reached quickly and assisted in an appropriate way. If parents/guardians have a need to contact their son or daughter during the day, this is to be done through the school office.
- Personal mobile devices brought to school are not to be used by other students.

- Students are not permitted to photograph, film or voice record students or staff while on school grounds or while in school uniform. If a student is found taking photographs or video footage with a mobile phone or smart watch of either students or teachers, this will be regarded as a serious offence and disciplinary action, as sanctioned by the Principal, will be taken.
- If images of other students or teachers have been taken, the mobile phone or smart watch will not be returned to the student until the images have been removed by the student in the presence of an appropriate staff member. This includes images etc. in the recycle bin or saved to a cloud service.
- Any student using mobile technology or device to harass another person will face disciplinary action as sanctioned by the Principal. It should be noted that it is a criminal offence to use mobile technology and devices to target, harass or offend another person.
- Personal mobile devices are used at their owner's risk. In the event of the loss, theft or damage of any device, the school will accept no liability.
- Contravention of this policy will result in the device being confiscated and returned to the student at the end of the school day. Alternatively, a parent/guardian may be contacted to collect the device from the school office.
- This policy also applies to students during assessment, school excursions, camps and extra-curricular activities.

## Responsibilities of Students

### Students will:

- *Deliver* personal mobile devices to the school office each morning (switched off) so they can be securely stored during school hours.
- *Report* to a staff member or visit the school office if they feel unsafe or concerned re content online.
- *Behave* in a manner that is consistent with the values of St Agnes and contribute positively to the image of the school when wearing / using a personal device at school. This includes while on school grounds before and after school.
- *Show* respect for themselves and for others when using a personal device at school.
- *Adhere* to St Agnes' Personal Mobile Device Policy.

## Responsibilities of Parents/Carers

### Parents/Carers will:

- *Educate* their children about the responsible, social and ethical use of technology.
- *Notify* the class teacher/school office of any changes to daily pick-up routines etc.
- *Contact* the school office, in cases of emergency, to ensure a child is reached quickly and assisted in an appropriate way.
- *Maintain* up to date personal contact information through the Parent Portal or school office.
- *Adhere* to St Agnes Personal Mobile Device Policy that all mobile devices are to be handed to the School Office on arrival at school.

## Responsibilities of the School

### The school staff will:

- *Communicate* clear expectations about the use of personal devices at regular intervals throughout the school year.
- *Educate* students on the responsible, ethical and safe social use of technology as part of the ICT General Capability.
- *Notify* parents of a breach of policy and seek rectification within a reasonable timeframe.

- *Provide* supervision of students and communication avenues with parents/carers until children are collected from school. The school office remains the first point of contact for all families.
- *Model* the appropriate use of and engagement with their own personal mobile devices.
- *Keep* their phones turned on, and on their person, while on playground duty for emergency procedures and workplace health and safety purposes.