

MOBILE PHONE AND PERSONAL DIGITAL DEVICES POLICY

This policy is designed to facilitate the acceptable use of mobile phones and personal digital devices in Para Vista Preschool-7. It is based on the principles of mutual responsibility and respect for others.

Date: Dec. 2016 Ratified by GC: 2016 Policy needs
Review in the year 2019

The widespread ownership of mobile phones and Personal Digital Devices (PDD's) among young people requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly. A PDD includes such things as music players (iPods), photo/video players, game players and digital organisers this also includes the use of laptops and mobile internet connection devices. As technology develops, it creates variations and combinations. These and new devices will be included in this policy. This Acceptable Use Policy is designed to ensure that mobile phones and PDD's are used positively in school by ensuring that potential issues are clearly understood and conflicts avoided, enabling their benefits to be enjoyed by our students. Students, their parents or care-givers must read and understand this Acceptable Use Policy, which also applies during school excursions, camps and extra-curricular activities.



The usage of Mobile Phones & Personal Digital Devices

These devices can have many positive uses but if used inappropriately in an educational environment, can adversely affect the core business of teaching and learning as well as student and staff well-being. In particular, mobile phones have some inherent social dangers and there are possible legal implications if used inappropriately.

Photographing students at school with personal devices is not allowed or placing these images on social media. There are strict privacy and transmitting images of minors' laws in place which do not allow this. If a learning task requires photographing students at work the school will provide the necessary equipment and the task will be supervised by a teacher.

All digital devices and mobile phones are either to be switched off or in silent mode and given to the class teacher who will place them safely out of sight so as not to be disruptive in any learning environment. They are not to be used during break times.

Excursions are an extension of classroom lesson time with a learning situation taking place. Digital devices may be used as directed by the teacher.

In classrooms during lesson times students must seek teacher permission to use these devices for a specific purpose during lessons. In some learning instances, these devices may be used as directed by the teacher. Listening to music or audio, if permitted by the teacher, must be via

headphones and not be audible to others. Sharing of headphones can be unhygienic and must be avoided for health reasons.

Inappropriate Use / Conduct

As mobile phones and PDD's, have personal recording, storage and transmission capacities, students must apply care and forethought to avoid antisocial and illegal use.

Mobile phones and PDD's are not to be used to record, store or transmit offensive material, including offensive ring tones.

Possession and/or sharing of offensive or pornographic material via a mobile phone or PDD is a criminal offence. Students are not to engage in antisocial behaviour, in particular using a mobile phone to threaten, bully or harass others as it is a criminal offence. Please note, mobile phone calls, text messages and emails can be traced. If the bullying takes place outside of the school but causes issues within the school the school will take appropriate action.

Mobile phone and PDD audible sounds or music must not be disruptive to anyone.

Unless teacher permission is granted, a mobile phone should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during lessons and or educational activities, such as assemblies or other group activities including play times.

Sanctions

Students using a mobile phone or PDD inappropriately will face disciplinary action as sanctioned by the Principal. In any instance where a criminal offence is committed, the Principal is bound by law to involve the police.

Students who infringe the guidelines set out in this document face having their phones or PDD's confiscated by teachers. The device will be taken to a secure place within the school and the student's parent informed. Appropriate arrangements would then be made for the parents or police to collect it. Permission to view the contents of the phone may be sought from parents where appropriate.

Infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone or PDD to school.

Personal safety and security

Para Vista Preschool-7 accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. However, parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Students who bring a mobile or PDD device to school need to pass it into the teacher at the start of the day and collect it at home time. The teacher will lock the device in their classroom.

Theft or Damage

Mobile phones and PDD's that are found in the school and whose owner cannot be located should be handed to front office reception. **The school accepts no responsibility for replacing lost, stolen or damaged electronic devices either at school or while travelling to and from school.**

Responsibility

It is the responsibility of students who bring mobile phones and PDD's to school to abide by this

policy and agree to use these devices appropriately.

Acceptable Use Agreement for Mobile Phones and Personal Digital Devices

Parent/Guardian Permission I have read and understand the above information about appropriate use of mobile phones and PDD's at Para Vista Preschool-7 and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to bring a mobile phone to school and understand that my child will pass this in to a teacher at the start of the day. My child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

I am aware I need to contact the office if I need my child to leave the school.

Parent name (print) _____ Parent signature _____

Date _____

Student name (print) _____ Student signature _____

Date _____

If you have comments or suggestions, please contact the

Principal.