



Mobile Devices

Terminology

For the purposes of this policy, 'mobile devices' includes phones, smart watches or any other electronic communication device; and associated listening accessories, such as, but not limited to, headphones and ear buds.

Rationale

The Department of Education does not permit student use of mobile devices in public schools unless for medical or teacher directed educational purpose. It is important to note that it is not a requirement at Palmyra Primary School for students to have a mobile device at school.

Palmyra Primary School recognises that an increasing number of parents/caregivers, who for safety, security and/or emergency purposes wish to provide their children with mobile devices. This document details the conditions under which mobile devices are permitted at Palmyra Primary School.

Conditions of Use

- The use of mobile devices for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times. This is the 'off and away all day; Department of Education Policy.
- Students are not permitted to have mobile devices in their possession during the school day.
- Mobile devices must be switched off and handed to the classroom teacher before the commencement of the school day. Students can collect their mobile device at the end of the school day.
- The teacher will secure the student's mobile device for the day. It is the student's responsibility to collect the phone at the end of the day.

Exemptions and Communication

Exemptions to this ban include where a student requires a mobile device:

- to monitor a health condition as part of a school approved documented health care plan; or
- under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.
- Smart watches are allowable but must be in 'airplane / school mode' so phone calls and messages cannot be sent or received during the school day.

- Palmyra Primary School has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the school's administration.

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the School Behaviour Management Policy and Procedures.
- Students who do not comply with this policy will have their mobile device confiscated and held at the administration office. The Parent/Caregiver will be informed and requested to collect the mobile device at their earliest convenience.

Staff Responsibilities

- During instructional time, while supervising and during meetings, staff personal mobile devices will be switched off or put on 'silent' mode unless being used as a teaching and learning tool.
- Staff personal mobile devices are only to be used during school hours as a teaching and learning tool.
- Staff personal mobile devices must not be used for taking photos of students. School devices to be used.

Student and Parent/ Caregiver Responsibilities

- All student mobile devices should be clearly labelled with the student's name.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- Devices other than watches to be collected by staff, stored and locked for the school day.
- Watches to be kept in school / airplane mode for the entire school day.
- Parent / Caregiver to oversee device automatically put into school / silent mode from 8.35 – 3pm daily.
- If a device is required during school hours, the parent/ caregiver is to complete an exemption form and the student to complete an agreement form.

Inappropriate Conduct

It is a criminal offence to menace, intimidate or threaten another person. Accordingly, students must not engage in personal attacks, harass another person, or post private information about another person, either by using text messages, social media applications, by taking or sending photos / memes / videos or objectionable images or with phone calls. Any student who uses vulgar, derogatory or obscene language while using a mobile device during the school day will be managed in accordance with the Palmyra Behaviour Management Guidelines. Should this occur outside of School hours, parents/ caregivers may elect to contact the Police for advice and management.

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Appendix A



Palmyra Primary School - Mobile Device Agreement

- We have read, understood and discussed the procedures about mobile device use at Palmyra Primary School and will abide by these.
- We understand that the school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- We understand that if procedures are not adhered to, that the mobile device will be confiscated and the mobile device will not be allowed at school.
- We have the mobile device set to airplane / school mode between 8.35 and 3pm.

Type of Device

1. Mobile Phone

- Student to provide and collect from secured area daily; or
- Student to keep on person. (Complete exemption request)

2. Other _____

- Student to provide and collect from secured area daily.
- Student to keep on person. (Complete exemption request)

3. Smartwatch

- Student to keep on person

Exemption request:

Name of child: _____ Child's signature: _____

Parent's name: _____ Parent's signature _____

Date _____

APPROVED: _____ Date _____

