



HUNTERS HILL PUBLIC SCHOOL

2020 MOBILE PHONE AND SMART WATCH GUIDELINES AND PROCEDURES

Rationale

When used appropriately, mobile phones and Smart Watches offer students, their parents and staff advantages in terms of ease of communication and a sense of personal safety.

While discouraging students from bringing mobile phones and Smart Watches to school, Hunters Hill Public School accepts that some parents give their children mobile phones/Smart Watches to protect them from everyday risks involving personal security and safety. However, mobile phones and Smart Watches have the capacity to have a negative impact on the learning environment and when used inappropriately can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones and Smart Watches among young people requires the staff, students and parents at Hunters Hill Public School to take steps to ensure mobile phones and Smart Watches are used in a responsible and safe manner.

The purpose of this policy is to ensure that:

- mobile phone and Smart Watch use does not disrupt the teaching and learning environment for any student or teacher;
- potential risks to student safety and wellbeing posed by inappropriate use of mobile phones and Smart Watches can be identified and addressed;
- students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones and Smart Watches.

Responsibility

Hunters Hill Public School strongly discourages students from bringing mobile phones and Smart Watches to school.

However, in the instance that parents feel it necessary for their child to have a mobile phone or a Smart Watch in their possession at school, it is the responsibility of the student to abide by the 'Guidelines for Acceptable Use of Mobile Phones and Smart Watches' outlined in this document.

The decision to provide a mobile phone or Smart Watch to their children should be made by parents or guardians who should be aware that their child is bringing a mobile phone or Smart Watch to school.

Permission for students to have a mobile phone or Smart Watch at school is contingent on parents and students signing the 'Appropriate Use of Mobile Phones and Smart Watches at School Agreement'.

It is the responsibility of all staff and parents to comply with the 'Guidelines for Acceptable Use of Mobile Phones and Smart Watches' as outlined in this document and any Department of Education (DoE) policy.

The school accepts no responsibility for lost, stolen or damaged mobile phones or Smart Watches.

The school accepts no responsibility for students who lose or have their mobile phones or Smart Watches stolen whilst travelling to and from school.

Guidelines for Acceptable Use of Mobile Phones and Smart Watches

For Students

Students are only permitted to bring a mobile phone or Smart Watch to school once the 'Appropriate Use of Mobile Phones and Smart Watches at School Agreement' has been signed by the parent and student, and returned to school.

All students are to be made aware by parents of the unacceptable uses of mobile phones and Smart Watches to ensure they have a clear understanding of what is and is not appropriate.

Mobile phones and Smart Watches should be switched off as soon as students enter the school grounds.

Students in Kindergarten - Year 6: If bringing a mobile phone or Smart Watch to school the device must be switched off and either worn (watch) or left in the student's school bag. The mobile phone or Smart Watch is not to be accessed while at school or when under the supervision of school staff at any time between the hours of 8:30am and 3:00pm. In addition, mobile phones/Smart Watches may not be used by students whilst at HHOOSH or when participating in out-of-hours Creative Workshops or music tuition.

Parents are reminded that in cases of emergency or when messages need to be passed on to students the school office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner.

Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them. It is strongly advised that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their mobile phone or Smart Watch. Students must not lend a mobile phone or Smart Watch to another student at any time. The student who brings the device to school will be held responsible for its use.

Students should mark their mobile phones and Smart Watches clearly with their name.

Students are not permitted to bring mobile phones or Smart Watches on school excursions and overnight camps or to any school function under any circumstances. School staff will not be held responsible for the security of mobile phones or Smart Watches should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

Students exempt from this restriction - Only students who require access to a mobile phone or Smart Watch due to a disability or health issue, and who have been granted written permission from the principal, will be exempt.

For Staff

During teaching time, while on playground duty and during meetings, mobile phones/Smart Watches should be switched off or put on 'silent'.

It is reasonable for a staff member to take photographs of students or student work during class time, sport, excursions, camps, rehearsals etc. and upload to a share point eg 'Seesaw'. Once photos are uploaded, the photos must be deleted from personal devices.

For Parents and Community Members

At all official school functions, during meetings or when assisting in classrooms mobile phones/Smart Watches should be switched off or put on 'silent'.

Parents should also be mindful of uploading photographs of students to social media sites and ask permission from other parents/guardians before doing so.

Unacceptable Use of Mobile Phones and Smart Watches

Unless express permission is granted, **students are not to make use of a mobile phone or Smart Watch (make calls, send SMS messages, access the Internet, take photos or access any other application) when on school grounds or under the supervision of school staff at any time between the hours of 8:30am and 3:00pm. In addition, mobile phones/Smart Watches may not be used by students whilst at HHOOSH or when participating in out-of-hours Creative Workshops or music tuition.**

Using mobile phones or Smart Watches in an inappropriate manner is unacceptable. The school discipline policy will be implemented as required.

Inappropriate uses of mobile phones and Smart Watches at Hunters Hill Public School include but are not limited to:

- **use of a mobile phone or Smart Watch by students at any time between 8.30am and 3.00pm when on school grounds or under the supervision of school staff;**
- **use of a mobile phone or Smart Watch at HHOOSH or during out-of-hours Creative Workshops or music tuition;**
- **using a mobile phone or Smart Watch at a time that will disrupt the learning environment or interfere with the operation of the school;**
- **making calls or sending messages with the intent to bully, harass or threaten another person;**
- **using mobile phones or Smart Watches to take photographs of other people without their consent;**
- **using mobile phones or Smart Watches to upload images of other people to social media sites without their/parental consent;**
- **using obscene, derogatory or socially unacceptable language while using a mobile phone or smart watch;**
- **using mobile phones or Smart Watches to receive, download and display inappropriate photographs or other material.**

Consequences of Inappropriate Use of Mobile Phones and Smart Watches

Students who engage in inappropriate use of mobile phones or Smart Watches will be subject to disciplinary action in accordance with the school's discipline policy. Some inappropriate uses can constitute criminal behaviour and in such instances will be reported to police.

Sanctions

Students who infringe the guidelines in this document will have their mobile phone or Smart Watch confiscated by school staff. The mobile phone or Smart Watch will then be stored securely until the student's parents are informed and arrangements are made for the parents to collect the mobile phone or Smart Watch.

Repeated infringements will result in the withdrawal of the agreement to allow the student to bring the mobile phone or Smart Watch to school.

Related Technology

Hunters Hill Public School Guidelines and Procedures for Mobile Phone and Smart Watch use in 2020

Related technology such as, but not limited to, portable computer games, iPads and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to inappropriate use of mobile phones and Smart Watches will apply equally to these devices.

Implementation of this Policy

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the school newsletter, at a P&C meeting and the policy will be posted on the school's website and Skoolbag app.
- The policy will be made clear to all students and their parents seeking enrolment at Hunters Hill Public School.

Ratification and Review

This policy was developed by the Hunters Hill Public School staff, and communicated to students in Term 4 2019.

This policy was reviewed by the principal and executive staff, and communicated to students and the community in Term 1 2020.



**2020 HUNTERS HILL PUBLIC SCHOOL APPROPRIATE USE OF MOBILE PHONES
AND SMART WATCHES AT SCHOOL AGREEMENT**

Student name: _____ **Student Mobile Number:** _____

Hunters Hill Public School accepts that some parents give their children mobile phones or smart watches to protect them from everyday risks involving personal security and safety.

However, the school has clear guidelines and procedures for the appropriate use of mobile phones and smart watches as outlined in the Hunters Hill Mobile Phone and Smart Watch Policy.

In order for any student to bring a mobile phone or Smart Watch on to school grounds they must have read and clearly understood the policy as well as co-signing the following agreement with their parent.

STUDENT AGREEMENT

Students in Kindergarten - Year 6: If bringing a mobile phone or Smart Watch to school it must be switched off and either worn (watch) or left in the student's school bag. The phone/watch is not to be accessed when on school grounds or under the supervision of school staff at any time between the hours of 8:30am and 3:00pm. In addition, mobile phones/Smart Watches may not be used by students whilst at HHOOSH or when participating in out of hours Creative Workshops or music tuition.

- I understand and will abide by all the guidelines for acceptable use of mobile phones and Smart Watches at Hunters Hill Public School.
- I understand the behaviours that constitute unacceptable use of mobile phones and or Smart Watches and will not engage in these behaviours at any time.

I acknowledge that if I break the terms of this agreement, my mobile phone and/or Smart Watch will be confiscated, my parents will be contacted and I may be banned from bringing my phone or Smart Watch on to school grounds.

Student name (print): _____

Student signature: _____ Date: _____

PARENTAL AGREEMENT

I give permission for my child to have a mobile phone and/or Smart Watch at school, and either wear it (watch) or keep it in their school bag during the hours of 8:30am and 3:00pm.

I have read the Hunters Hill Public School 2020 Mobile Phone and Smart Watch Guidelines and Procedures about appropriate use of mobile phones and Smart Watches and discussed the guidelines and procedures with my child.

I agree to support school policy with regards to mobile phone and Smart Watch use and agree to support school decisions and actions regarding mobile phones and Smart Watches. I understand that this form will be kept on file and details may be used in identifying the phone or Smart Watch should the need arise.

Parent Name: _____

Parent signature: _____ Date: _____