



## Student Use of Mobile Devices and Smart Watches

### Purpose

This procedure guides student use of mobile devices and smart watches at our school.

Our school acknowledges the educational value of mobile devices and smart watches in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

### Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of mobile devices and smart watches by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of mobile devices and smart watches in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students.

### Contact between students and parents and carers during the school day

According to the NSW Department of Education 'Student use of digital devices and online services' policy 1.3, "Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an educational purpose, or as part of a reasonable adjustment for student learning and wellbeing."

Should a student need to make a call during the school day, they must:

- approach the administration office and ask for permission to use the school's phone or if a phone call can be made on their behalf.

**During school hours, parents and carers are expected to only contact their children via the school office.**

### Responsibilities and obligations

#### For students

- Be safe, responsible and respectful users of mobile devices and smart watches, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Upon arrival at school, switch their mobile device to airplane mode and place it into the designated box located within the school office.
- Upon arrival at school switch their smart watch to airplane mode, but may continue to wear it on their wrist.

- Under no circumstance is any person, whether adult or child, be digitally recorded by any device.

#### For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of mobile devices and smart watches.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of mobile devices and smart watches at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [2018 School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

#### For the principal, teaching and non-teaching staff

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of mobile devices and smart watches to the principal, school executive or school staff they are working with.
- Ensure secure safe-keeping of mobile devices during the day.

#### Exemptions

*Use of digital devices will be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered exemptions.*

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption, and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

#### Excursions

Unless otherwise stipulated, on days when students are attending excursions, their mobile phone must remain at school in the administration office. In the event of an overnight school camp, the responsible use of mobile devices and smart watches will be outlined via information communicated to families.

#### Consequences for inappropriate use

Any breaches of this policy will be handled in line with NSW Department of Education policy and/or the Gymea North PS Behaviour Policy.

#### Review

The principal or delegated staff will review this procedure annually.