

# MOBILE PHONES AND RECORDING DEVICES

## RATIONALE

To explain to our school community Clifton Springs Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones, personal electronic devices and recording devices by students, at school or during school activities, events and excursions.

## AIMS

This policy applies to all students at Clifton Springs Primary School.

## IMPLEMENTATION

Clifton Springs Primary School understands that students may bring to school mobile phones (particularly if they are travelling independently to and from school or to extra-curricular activities), personal internet enabled devices and/or other recording devices.

During school hours, all mobile phones, personal electronic devices (e.g. iPads, tablets) and other recording devices must be:

- switched off; and
- kept in the student's bag, or signed in and given to the front office for safe keeping.

Students are permitted to access their devices before and after school but must use the devices only as permitted under this policy, unless otherwise authorised by a supervising teacher e.g. where iPads may be used for learning activities.

### Device use

Mobile phones, personal electronic devices and recording devices must not be used:

- during class or assemblies or in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video, images or voice recordings of people, including students, teachers and members of the school community without their permission
- to capture video, images or voice recordings on school grounds, including the playground, school toilets and first aid room, or during any school activities or events.

Students who use devices inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' devices may be confiscated and stored securely at the Clifton Springs PS front office.

### Insurance

Students are responsible for their mobile phones, personal electronic devices and recording devices. Please note that the Clifton Springs Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones and electronic recording devices that may be brought to school. Students are responsible for items brought to school.

### Camps and excursions

In most circumstances, students will not be allowed to bring their mobile phones, personal electronic devices and recording devices on overnight school camps or excursions. Clifton Springs PS will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement* and *Internet and Social Media* policies.
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- Bully Stoppers: [Consent, Acceptable Use Agreements and Online Services](#)
- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- School Policy Templates: [Digital Technologies \(Internet, Social Media and Digital Devices\)](#)

## EVALUATION

This policy was last updated on 18<sup>th</sup> September, 2018 and is scheduled for review on September 2019.