

## PROCEDURES FOR THE USE OF DIGITAL DEVICES AND ONLINE SERVICES AT JOHN PALMER PUBLIC SCHOOL

<i>RATIONALE</i>	<p>Mobile phones and other mobile devices can have significant advantages for use in the broader community but their use in schools can be problematic. Not only can they be distractors to learning, they can also pose a risk to the safety of students through access to the internet and social media sites.</p>
<i>DEFINITIONS</i>	<p>A mobile phone/device is any device less than 30 cm that can be used for the following:</p> <ul style="list-style-type: none"> <li>• Phone calls</li> <li>• Text messages</li> <li>• Instant messaging</li> <li>• Recording video and taking photographs</li> <li>• Playing music and video</li> <li>• Playing handheld games</li> <li>• Accessing social media on the internet</li> <li>• Accessing chat rooms or similar on the internet</li> </ul> <p>Mobile devices include, but are not limited to, smart phones, smart watches, iPads, iPods, android tablets, laptops under 10 inches, PDAs (personal digital assistants) and Bluetooth headsets.</p>
<i>JOHN PALMER PUBLIC SCHOOL EXPECTATIONS</i>	<ul style="list-style-type: none"> <li>▪ Students will be able to bring a mobile phone/device to school but it will need to be <u>switched off and kept in their bag during school hours</u>.</li> <li>▪ Mobile phones/devices brought to school by students are the responsibility of the owner. The school does not take responsibility for the loss or damage of mobile phones/devices.</li> <li>▪ Students are not to have their mobile phone/device out whilst on school grounds. This includes before and after school, as well as recess and lunch times. School grounds also includes excursions, sporting events and other approved school activities.</li> <li>▪ Smart watches are allowed but will need to be on aeroplane mode during school hours. Students are not to call or text on their smart watch.</li> <li>▪ Parents are asked not to ring or message their child during school hours. In emergencies, parents can still contact their children through the school administration office.</li> </ul>

<p><i>EXEMPTIONS</i></p>	<ul style="list-style-type: none"> <li>▪ Students who require access to a mobile phone/device because of a disability, a health issue or a learning need will be exempt, at the principal's discretion, and when negotiated with a parent/carer.</li> <li>▪ Students in Year 6 <u>may</u> be able to use their mobile phone/device as a camera when on the Canberra overnight trip. The mobile phone/device must be kept on AEROPLANE MODE at all times and the above expectations apply. This is at the Principal's discretion after discussion with senior executive.</li> <li>▪ In <b>exceptional cases</b>, teachers or executive may give a student permission to use their mobile phone/device for a specific purpose. This use will be supervised by the teacher/executive.</li> </ul>
<p><i>CONSEQUENCES</i></p>	<ol style="list-style-type: none"> <li>1. Students who choose to use their mobile phone/device on school grounds without teacher permission will be issued with a warning.</li> <li>2. Students who use their mobile phone/device a second time within that school year will have to give their device to a staff member and retrieve it at 3pm.</li> <li>3. Students who use their mobile phone/device a third time within that school year will have to give their device to a staff member and a parent or carer will need to make arrangements with the school to retrieve it. This will include a member of the executive making contact with the parent/carer.</li> <li>4. Continued disobedience in using mobile devices may result in a suspension from school.</li> </ol>
<p><i>ROLES AND RESPONSIBILITIES</i></p>	<p><u>Students:</u></p> <ul style="list-style-type: none"> <li>▪ Follow the school expectations relevant to mobile phones/devices.</li> <li>▪ Hand over a phone/device when requested if not following school expectations.</li> </ul> <p><u>Parents/Carers:</u></p> <ul style="list-style-type: none"> <li>▪ Support the school in implementing the expectations.</li> <li>▪ Ensure their child/children understand the school expectations and responsible use of a mobile device.</li> </ul> <p><u>School Staff:</u></p> <ul style="list-style-type: none"> <li>▪ Support the school in implementing the expectations.</li> <li>▪ Model correct behaviours by using their own mobile phone/device in a respectful manner when on school grounds.</li> </ul>