



Wilberforce Public School

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Macquarie Road
Wilberforce NSW 2756
Phone: 02 4575 1424
Fax: 02 4575 1096

Email: wilberforc-p.school@det.nsw.edu.au
Website: www.wilberforc-p.schools.nsw.edu.au

Mobile Phone/Electronic Device Policy

Revised 2019

Aim:

To implement procedures and practices which monitor and encourage the safe and responsible use of mobile phones and electronic devices at Wilberforce Public School.

Rationale: When electronic devices are used appropriately, they offer students and parents advantages to learn and communicate. However, these devices sometimes have a negative impact on the learning environment and the safety and wellbeing of students. Wilberforce Public School believes in creating and maintaining a sense of safety and privacy for students and staff in the school setting. We recognise that consideration must be given to the legitimate uses of electronic devices, which provide an increased sense of safety and security for students and parents. The interruptions and distractions caused by electronic devices can interfere with the educational process and a teacher's ability to conduct class in an orderly fashion. With the continued expansion and wide range of use of communication technology devices, implications have arisen related to safety, privacy, and the intrusive nature of such devices. Therefore it is important to govern the use of these devices to ensure the safety and privacy of staff and students as well as the teaching/learning environment in Wilberforce Public School.

Wilberforce Public School currently does not have a BYOD policy.

This regulation applies to personal electronic devices and is understood to include:

- mobile phones and any applications or accessories accessible through the device
- video/camera attached, connected or independent of a mobile phones
- all tablets devices using any OS
- any camera or video camera- digital and conventional sound recording devices (digital voice recorders, iPods etc)
- personal entertainment devices such as CD/DVD, MP3 players, miniature voice recorders
- laptops and PCs

It is also understood to include newly developed devices employing any form of technology that provides any device with similar image taking, eavesdropping/listening and communications capabilities.

What Is Inappropriate Use

Inappropriate use of these devices occur when:

- it or its use disrupts or is likely to disrupt the learning environment
- interferes with the operation of the school

- the device threatens or is likely to threaten the safety or wellbeing of any person, including bullying, intimidating or otherwise harassing. This includes students using them to film other people through any voice call, text message, photographic, video or other data transfer system available on the phone
- it is used in breach of any law, including photography without permission of those being filmed.
- Any other device or app associated with this device disrupts the learning or wellbeing of others as outlined above.

Guidelines For Use of Electronic Devices

Students may use devices provided by the school to enhance learning outcomes and to increase their ability to learn. Currently NSW Government Policy Bans Mobile Phones in primary schools for all students during school hours.

When a student is on the school premises, parents and students should communicate via the school's phone (45751424). The office is pleased to pass messages to students and will allow students to make calls to their parents with the permission of executive staff. The reason for this protocol is because when your child is on the school's premises, the staff are responsible for their safety and whereabouts. Unknown communication between parents and students via mobile phones may lead to situations where this responsibility is compromised.

The school will endeavour to:

- Provide access to electronic devices for sequenced learning activities to enhance syllabus outcomes;
- Provide all students, who have parent permission, with the opportunity to access emails and the internet;
- Provide a register for students who bring mobile phones to school;
- Ensure to the best of our capabilities that all devices and support devices are maintained in active working order;
- Not knowingly publish images of a child whom does not have consent to publish;
- In the event of an individual student emergency, parents will be contacted by phone;
- In the event of an evacuation lockdown, or general emergency parents will be informed through the school's App and Facebook according to emergency management plans.

Parents and Community members will be encouraged to:

- Only take photos of their child(ren) as the focus of the image.
- Only take photos of other students at the request or knowledge of that child's parent.
- Ensure they contact students via the office whilst their child is at school.
- Not impersonate or represent their children on social media or other online sites to engage with other students from the school.
- Ensure all electronic correspondence with the school is formal and does not contain personal slander towards students or staff.

Students will be encouraged to:

- Once at school, turn off mobile phones and other devices and register them at the office.
- Only bring mobile phones to school for the purpose of communicating with parents or carers.
- Not bring other devices to school unless in special circumstances. If it is necessary to bring these devices they should also be registered at the office.

- Never lend electronic devices to another student for calls, text messaging or for use as a camera or video recording device. The student who owns the device will be held responsible for its use.
- Never use a device to record or photograph others without verbal consent and the knowledge of the individual. Never film in private locations. i.e the toilets and bathrooms.
- Not download or otherwise access inappropriate or offensive material as outlined in the DoE guidelines for use of the internet and electronic devices.
- Use the device that is in breach of any law.

Procedures for inappropriate use of mobile and electronic devices

- Should a student be found with a device on school premises and it is not checked in at the office, the student will be warned, and asked to secure it in the office.
- If a student has their own device secured on three occasions, then a further consequence will be issued by a member of the school executive.
- Repeated or severe inappropriate use of electronic devices or phones will be recorded on the student's record of behaviour which deals with student welfare related incidents that involve bullying, intimidation and/or harassment and disobedience.
- If students use devices inappropriately, principals and institute managers have the right to take action. Depending on the circumstances the school reserves the right to:
 - Ban students from using mobile phones during the course of the school or institute day.
 - Confiscating mobile devices from individual students.
 - Require students to hand in their mobile devices to designated school staff at the beginning of the school day for collection when students go home.
 - Applying student disciplinary provisions.
 - Discipline students for inappropriate use of mobile devices, especially instances of bullying, which occur outside of school hours.
 - Report the matter to the police and submit the device to the police as requested by law enforcement.

This policy applies to students, staff, parents/guardians, volunteers, service providers and visitors in all Wilberforce School. This regulation does not prohibit the use of devices for learning activities or assistive device by a special needs student where the use has been authorised by the student's individualised education plan or by the school principal.

Responsibility for mobile phones and other devices

Students bring mobile phones or other devices to school at their own risk – the school and school staff members will not accept any responsibility for loss or damage to mobile devices or for investigating loss or damage. This includes devices checked into the office.

Introduction and Reinforcement of Electronic Device Policy

- Teachers will discuss this policy with students at assemblies and in classrooms.
- When inappropriate use is brought to the attention of the school it will be dealt with in terms of this policy.
- The community will be made aware of the policy on the school's website.

- The school reserves the right to confiscate the mobile device, and may if, deemed required, hand this device onto the police.

References:

DoE Student BOYD Policy

DoE Communication Device and Associated Services Policies