MOBILE DEVICES POLICY

**Purpose:**
The purpose of this policy is to ensure all students, staff and families are aware of our school rules regarding mobile device use within the school.
Roslyn Primary School recognises that mobile device technology can aid communication, provide security and assist in an emergency for students, staff and parents. However, mobile device technology has the capacity to capture digital images, video, text, voice as well as email, which can become problematic, and will continue to evolve.

**Broad Guidelines:**

**Students:**
- Students are not permitted to use mobile devices on school property, or at school organised special events.
- Permission from the principal must be successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile device at school.
- Student mobile devices brought to school must be handed to their classroom teacher upon arrival and remain in a safe, locked and secure place.
- Student mobile devices brought to school must be switched off on entry to school property and remain switched off until exiting the school grounds.
- Loss or damage to personal property such as mobile devices during or at school is deemed to be at the student’s own risk.
- Appropriate disciplinary action will be taken for students in breach of this policy.

**Staff:**
- Staff mobile devices brought to school must remain in a safe, secure and out of sight place.
- Staff mobile devices brought to school must be on silent or switched off mode during meetings, learning and teaching times, and during yard duty supervision except in exceptional circumstance or special situations with express permission of the principal.
- Staff mobile devices are stored (and used) at the owner’s or user’s risk.
- Loss or damage to personal property such as mobile phones during or at school is deemed to be at the owner’s risk.
- Staff using mobile devices should display courtesy and respect for others, including consideration when sharing items of interest in social situations.
- Personal use of mobile devices at excursions, camps and sleepovers must not impinge on staff members’ professional responsibilities and duty of care.
- Staff may only photograph or record students or students’ work for purposes directly related to learning programs.
- Staff must not, under any circumstance, share photographs taken of students unless parental permission has been granted. They must delete all images and recordings of students as soon as possible after uploading to the school’s intranet or using them for school purposes.
Parents:

- Parents using mobile devices should display courtesy, consideration and respect for others.
- While assisting in class, mobile devices should be turned off, except in exceptional circumstance or special situations. This must be discussed with the classroom teacher before the beginning of the session.
- Loss or damage to personal property such as mobile devices during or at school is deemed to be at the owner’s risk.
- Mobile devices must not be used in inappropriate places such as change rooms or toilets.
- Parents must not use mobile devices in the school to capture images, video or voices of students, staff or other parents.

Implementation:

Students and their families will be notified of this policy in writing in the school newsletter. After notification, any breach of this policy by students will result in the mobile device being confiscated and kept in a secure location until it can be returned to the owner. Parents or guardians will be notified. The school does not accept responsibility for lost or damaged mobile devices. The principal may revoke a student’s privilege of bringing a mobile device to school.

Evaluation:

This policy will be reviewed as part of the school’s three year review cycle.