



## **ELECTRONIC COMMUNICATION DEVICE POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

Florence Street Blackburn 3130

### **RATIONALE**

At Blackburn Lake Primary School we support the 'eSmart' framework for the smart, safe and responsible use of information and communications technology. Our core business is teaching and meeting the learning needs of our students. This needs an environment free from unnecessary distractions or disruptions which can be caused by the presence of mobile/smart phones at school. The rationale of this policy is to meet the learning needs of our students, as well as also recognising that:

- many students and their families own a mobile/smart phone; and
- some parents/guardians request that their children bring a mobile/smart phone to school for before and after school safety/security reasons.

**Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.**

### **AIMS**

This policy aims to inform all members of our school community about the appropriate use of mobile/smart phones at our school (including school excursions and other extra curricula activity) and also their potential inappropriate use.

Although this policy explicitly refers to the use of mobile/smart phones, its provisions equally apply to the use of devices with similar technical capabilities, including portable computer games, ipods, tables and similar devices.

### **IMPLEMENTATION**

Inappropriate use of mobile/smart phones for the purpose of this policy includes:

- The disruption of the learning environment or interference with the operation of the school
- Use to threaten the safety or well-being of any person
- Breach of any law
- Use to bully, intimidate or otherwise harass other people through any mobile/smart phone functionality or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police if necessary.

### **Parents and guardians**

- Parental/guardian agreement to have a mobile/ smart phone at school must be indicated in advance to the school office, together with an acknowledgement of the school guidelines: "In the event that my child needs to bring a mobile phone to school my child will use this in accordance with the B.L.P.S Mobile/Smart Phone Policy" (General Parent/Guardian Agreement Permission Form)
- Any phone brought to school without agreement to the General Parental/Guardian Permission Form will be confiscated and returned to the parent/guardian directly.
- Mobile/smart phones are used at their owners' risk.
- Mobile/smart phones are the complete responsibility of the owner and the school will not take any responsibility for loss, damage or costs associated with the mobile/smart phone.
- The Department of Education and Training (DET) does not provide insurance for personal property brought to school.

### **Students:**

- Mobile/smart phones should not be used in any manner or place that is disruptive to the normal routine of school.
- The mobile/smart phone will not be allowed in class where they can be a distraction and must be switched off and kept in the student's bag.

- Mobile/smart phones are not to be turned on during school time. Any breaching of this rule would see the phone confiscated and returned to the parent/guardian directly.
- Under no circumstances is the mobile/smart phone to be taken out into the playground during recess and lunch breaks. They are only to be used before or after school.
- School excursions: Mobile/smart phones are not to be used on school excursions
- School camps: When it is agreed that phones may be used as a camera on school camps they are to be used ONLY AS A CAMERA and set to a non-communication (for example, 'Airplane') mode for the duration of the camp. All phones will be collected by teachers at night.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate.

**Staff:**

- During teaching time, as well as playground duty and during meetings, mobile/smart phones will be switched off, put on 'silent' or 'discreet' mode unless being used to assist in the delivery of educational content.
- Except in urgent or exceptional situations mobile/smart phone use is not permitted during teaching time, including playground duty and during meetings.
- DET has strict policy around the Acceptable Use of Information Technology, this is outlined in the Staff Operational Handbook distributed to staff annually.

**EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL: 26<sup>th</sup> July 2016**

**PRINCIPAL:** Loisia Steed    **SCHOOL COUNCIL PRESIDENT:** Mark Eaton