



## Hollywood Primary School Non-School Provided Mobile Devices Guidelines

The school strongly discourages students from bringing mobile phones, other connected devices and smart watches to school. These devices cause disruption in classrooms and the playground and can be used inappropriately to access social media and take photos without permission. This can cause distress to others and may breach the school's technology agreements.

Parents are able to contact their children by ringing the school phone number 92786400.

If a parent feels it is necessary for their child to bring a communication device to school, then they must inform the Principal in writing first. If necessary, students can contact parents from the office phone.

The following rules apply to mobile phones, other connected devices and smart watch use in the school.

### STUDENTS:

Students are not permitted to use communication devices at school for any reason unless supervised by a staff member and with permission. These devices;

1. Are brought to school at the students' own risk. The school does not accept responsibility for these devices.
  2. Mobile phones are to be kept in a classroom locked drawer at all times and must be switched off.
  3. Smart phone communication and notification alerts must be switched off.
  4. Are not to be used to call home in an emergency, when immediate communication with parents or carers is required or for forgotten belongings. This will be undertaken by the school and the administrator/teacher in charge.
  5. Are not to be used for any purpose that has not been explicitly authorised by the school.
  6. Are not to be used at any time to harass, bully or intimidate students, staff or anyone else.
- Breaches will be dealt with as per the school's Responsible Behaviour Guidelines. Any use of unauthorised mobile devices by a student, that is in breach of these rules, will lead to the confiscation of the device. Confiscated devices are to be collected from the Administration office by the student's parent or guardian at the end of the day.

### STAFF:

Staff should not be communicating in a social manner during work hours on their mobile phones or smart watches. These devices:

1. Are to be switched off or on silent mode during work hours.
2. Should not be checked or used during instruction, meeting or duty times.
3. Are not to be used in general sight of the students unless a situation arises where a staff member needs to make a call to Admin in an emergency, as a part of a student's Risk Management Plan or is using it explicitly for work purposes and the school iPad cannot be used. Personal mobile phones should not be used to photograph students. School iPads or cameras may be used for this purpose.
4. May be used if a staff member is expecting an urgent call and has informed Admin first.

### March 2021

**Reference:** Department of Education, Student Mobile Phones in Public Schools Policy, 3 February 2020

*(For the purposes of this policy, 'communication devices' refer to mobile phones, smart watches, non-school provided tablets and any other device connected to the internet in any way while on school grounds or during a school excursion)*