

# St John's Catholic Parish Primary School Heidelberg

*An inclusive Catholic Community fostering a commitment to faith  
and nurturing a love of learning.*



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## Mobile Phone & Smart Devices Policy

### Introduction:

There is a range of technology available to students today, including mobile phones, smartwatches, digital cameras or other similar devices. At St John's Primary School we acknowledge that students may need to be in possession of a mobile phone or smartwatch at school for reasons relating to their safety in travelling to and from school. However, when these technologies are misused by students they can be very disruptive to students' wellbeing, socialisation and in some cases, cause various levels of harm. We therefore encourage students not to bring these devices to school.

Where students must bring a mobile phone, smartwatch or similar device to school, that has communication, photographic or film capabilities, they will need to:

### Students' Responsibilities:

- Take the mobile phone/smartwatch or similar device to the front office, sign the device in and place it in the designated area as directed by the administration staff **between 8.30am and 8.45am**. The administration staff will then lock the device away for the duration of the school day. Students will then report to the office at the end of the day to retrieve their mobile phone/smartwatch or similar device.
- Take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage nor for investigating loss or damage. Students who bring them to school, do so at their own risk.
- Use their mobile phone, smartwatch or similar device in a way which reflects the core values taught in our school, including the values that everyone has the right to be respected, has the right to be safe and has the right to learn.
- Not use mobile phones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities will incur disciplinary action.
- Not use mobile phones, smartwatches or similar devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, social media or other data transfer system available on the phone or smartwatch or for any inappropriate and/or illegal activity. Such activities will incur disciplinary action.

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## **Improper use of mobile phones or other electronic devices will result in one or more of the following:**

- Appropriate disciplinary measure as determined by St John's Student Behaviour Policy.
- Confiscation of the mobile phone, smartwatch or another electronic device until such time as the student's parent or caregiver is able to attend school to collect the device.
- Other disciplinary action in cases where students have bullied or threatened or harassed other students or staff via the mobile phone, smartwatch or other personal communication device or where the device has been used to take photographs or display inappropriate material.

## **Emergency Contact:**

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent to the student.
- If a student needs to make emergency contact with anyone they must do so through the school's main office.
- Students are expected to continue the immediate reporting of incidents such as accident / illness or behaviour to teaching staff during the school hours for their action.

## **Introduction and Reinforcement of Mobile Phone/Smart Watch Policy:**

- Teachers will discuss this policy with classes upon ratification
- The community will be made aware of the policy via the Newsletter, Flexibuzz and the School Website

Victorian Government Schools Mobile Phone Policy

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

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