



Floreat Park Primary School | An Independent Public School

Mobile Devices Policy

RATIFIED BY

DATE

SCHOOL BOARD

MARCH 2022

REVIEW

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Acceptable Use Policy for Mobile Devices ***(including 1:1 iPads)***

1. Purpose and Rationale

- 1.1 The widespread ownership of mobile phones and wearable devices (collectively “mobile devices”) among students requires that school administrators, teachers, students, and parents take steps to ensure that such technology are used responsibly at school. This policy is designed to ensure that potential issues involving personal devices can be clearly identified and addressed, ensuring the benefits that personal devices can provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2 The Department of Education has a policy on Student Mobile Phones in Public Schools. It states that student use of mobile phones in public schools is not allowed, unless for medical or teacher directed educational purpose. The policy can be found [here](#).
- 1.3 Floreat Park Primary School (FPPS) accepts that parents give their children personal devices to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a personal device gives parents reassurance that they can contact their child if they need to speak to them urgently.
- 1.4 This policy meets the requirements of the DoE policy and our context.
- 1.5 FPPS has a 1:1 iPad program from Year 3-6 and students are expected to bring the device to school each day and return home with it.
- 1.6 Parents will be asked to sign a permission form to indicate they allow their child(ren) to bring a personal mobile device to school and that they understand and will abide by the school and Department of Education policy.
- 1.7 FPPS has established this policy for personal devices that provides teachers, students and parents guidelines and instructions for the appropriate use of personal devices during school hours. The policy is in line with the 2019 Department of Education Policy on Student Mobile Phones in Public Schools.
- 1.8 Students, their parents or caregivers are invited to read and familiarise themselves with this policy if students intend to bring personal devices to school.
- 1.9 This policy for personal devices also applies to students during school excursions, camps and extra-curricular activities when under the supervision of school staff.



2. Responsibilities

Students, Parents and Caregivers

- 2.1 Students and their parents or caregivers should read and understand this policy before their children are permitted to bring their personal phones/devices to school.
- 2.2 It is the responsibility of students who bring personal devices to school to abide by the guidelines outlined in this policy.
- 2.3 The decision to provide a personal device to their child should be made by parents or caregivers.
- 2.4 Parents should be aware that if their child takes a personal device to school, FPPS accepts no responsibility for loss or damage caused to the device. We recommend Apple Care+ or personal insurance to cover devices including iPads.
- 2.5 The school will take all reasonable steps to minimise the risk of devices being lost/damaged:
 - (a) Mobile phones/smart watches will be kept secure in the classroom out of sight during the day
 - (b) iPads should have cases to minimise the impact of being dropped
 - (c) Students will be trained and reminded to transport the iPads carefully in two hands
 - (d) iPads will be moved from bags to the classroom at the start of the day to minimise the risk of being damaged/lost from bags. iPads will be placed in bags at the end of the day and students are reminded that they should not be removed until they arrive home
 - (e) iPads are managed by the school Mobile Device Management (MDM) software which can be used to track/lock or wipe an iPad remotely
 - (f) The MDM also allows the school to hide apps such as messages, the App store and social media apps at school **AND** home
 - (g) The school is responsible for filtering the internet connection on the school site but **cannot** filter home internet or public Wi-Fi



3. Acceptable Use of Personal Devices at School

Personal devices include the following:

- Mobile phones
- Portable hotspots or devices capable of 'hot spotting'
- Tablets/laptops
- Wearable devices and MP3 players that have:
 - a SIM card that connects to the internet;
 - Wi-Fi/Bluetooth connectivity; and
 - the ability to capture or record sounds or images.

Examples of wearable devices include Internet enabled watches such as Apple watches, certain Fitbit models, vTech models, Spacetalk watches.

Using personal devices responsibly at school:

- 3.1 Mobile phones or other mobile devices **should not be used by students during school hours** (8:50am-3:10pm) unless authorised by a member of the administrative team.
- 3.2 1:1 iPads should remain in school bags from when a student leaves home until the beginning of lessons at school. At the end of the school day, iPads should be placed in bags and remain there until the student arrives home.
- 3.3 Parents who need to contact their child should do so by calling the main school phone number.
- 3.4 If exceptional circumstances exist, parents should agree communication protocols with a member of the administration team.
- 3.5 While at school personal devices should be **switched off and handed in to the class teacher**.
- 3.6 Mobile devices are not to be used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- 3.7 Students are reminded to protect their phone numbers, email addresses and social media details by only giving them to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyber-bullying.



Cyber Safety **(Also refer to the e-Safety Policy)**

- 3.9 All iPads and laptops (including in the 1:1 program) are school managed and supervised. This allows the school to control the settings and decide which apps are available at school and home.
- 3.10 The school can only filter internet whilst the student is joined to school Wi-Fi.
- 3.11 Students are taught cyber safety throughout the year as part of the ICT General Capability in the West Australian Curriculum. Cyber safety is also addressed during our teaching of Protective Behaviours.
- 3.12 The school runs cyber safety sessions for parents at least once per year. These sessions are delivered by industry experts in cyber safety.

Cyberbullying: **Please refer to the e-Safety Policy for further information**

- 3.13 Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases, can constitute criminal behaviour. Please refer to the Behaviour Engagement and e-Safety Policies as well as relevant Department of Education policies and guidelines.
- 3.14 Students, parents and caregivers are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and calls, text messages and emails can be traced.
- 3.15 Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others without their explicit permission.



Theft or damage:

The school takes no responsibility for the damage or loss of mobile devices unless there is evidence of negligent behaviour.

- 3.16 Parents and caregivers are encouraged to mark their child's mobile device(s) clearly so that they can be identified. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.
- 3.17 All 1:1 iPads are registered in the MDM and traceable.
- 3.18 Students who bring a mobile device to school should hand it in to the class teacher upon arrival at school.
- 3.19 Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.
- 3.20 FPPS accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 3.21 FPPS accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school. Students are encouraged to keep phones and devices out of sight on the way to and from school.
- 3.22 Students should use passwords/pin numbers to ensure that unauthorised access to their device is not possible.
- 3.23 Students must keep their password/pin numbers confidential. This is part of the technology contract.
- 3.24 The school has the ability to reset student passwords on 1:1 iPads and Department of Education accounts.
- 3.25 If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their service provider so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.



4. Consequences of unacceptable/inappropriate use

Also refer to the Student Engagement Policy for managing behaviour matters

- 4.1 **Any inappropriate use of mobile devices must be reported immediately to the school leadership team.**
- 4.2 Students using mobile devices contrary to the agreed ways set out in this policy will face disciplinary action as sanctioned by the school's administration. This will in all cases include consultation with parents or caregivers.
- 4.3 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.



Appendix A

[STUDENT MOBILE PHONES IN PUBLIC SCHOOLS POLICY EFFECTIVE: 3 FEBRUARY 2020](#)