



Floreat Park Primary School

An Independent Public School
Personal Devices Policy



Ratified by	Date
School Board	19 March 2019
Review Date	March 2021



Acceptable Use Policy for Personal Devices

1. Purpose and Rationale

- 1.1 The widespread ownership of mobile phones and wearable devices (collectively "personal 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 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.
- 1.3 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.
- 1.4 Students, their parents or caregivers are invited to read and familiarise themselves with this policy if students intend to bring personal devices to school.
- 1.5 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.



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 Parents who need to contact their child should do so by calling the main school phone number.
- 3.3 If exceptional circumstances exist, parents should agree communication protocols with a member of the administration team.
- 3.4 While at school personal devices should be **switched off and handed in to the class teacher**.
- 3.5 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

- 3.9 The school does not operate a Bring Your Own Device (BYOD) program. All devices (iPads and laptops) are school owned and managed. They are programmed to only join the school Wi-Fi and cannot be 'hot-spotted' to circumvent the Department of Education firewall.
- 3.10 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.
- 3.11 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

- 3.12 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.
- 3.13 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.
- 3.14 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 if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video.



Theft or damage:

The school takes no responsibility for mobile devices which are lost or damaged that have not been handed in to the main office.

- 3.15 Parents and caregivers are encouraged to mark their child's mobile device clearly so that it can be identified as theirs. 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.
- 3.16 Students who bring a mobile device to school should hand it in to the class teacher upon arrival at school.
- 3.17 Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.
- 3.18 FPPS accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 3.19 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.
- 3.20 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.
- 3.21 If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier 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 administration 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 their parents contacted.
- 4.3 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.