



## Appropriate Use of Digital Devices Policy

This document outlines the appropriate use of mobile phones, smart watches, digital cameras, iPods and other similar devices for students, parents and community members whilst on the Barrack Heights Public School site or in any activity relating to Barrack Heights Public School.

Barrack Heights Public School acknowledges the role of digital devices in modern life. Our school's primary focus is on teaching and learning in an environment free from unnecessary distractions. This policy aligns with the NSW Department of Education's regulations on digital device use in schools.

Barrack Heights Public School acknowledges that some students may need to be in possession of a mobile phone or smart watch to and from school for reasons relating to their safety in travelling, however conditions are related to this.

The purpose of this policy is to ensure that:

- Mobile phone/smart watch use does not disrupt the teaching and learning environment for any student or teacher;
- Potential risks to student safety and well-being posed by inappropriate use of mobile phones/smart watches can be identified and addressed;
- Students, parents and community members have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of personal digital devices for example, mobile phones/smart watches; and
- Students, parents and carers are aware of the appropriate channels for communication during the school day.

### **Responsibility**

- Barrack Heights Public School discourages students from bringing mobile phones/smart watches to school. However, where parents and carers feel it is necessary for their child to have a phone/watch in their possession at school, it is the responsibility of the student to abide by the appropriate use guidelines as outlined in this document.
- The decision to provide a mobile phone/smart watch for their child should be made by parents or carers who should be aware that their child is bringing a mobile phone to school.
- Permission for students to bring a mobile phone/smart watch to school is contingent on parents and students signing the mandatory "Appropriate Use of Digital Devices Agreement".
- It is the responsibility of students and parents to comply with the guidelines outlined in this document and Department of Education (DoE) policy.
- The school accepts no responsibility for lost, stolen or damaged mobile phones/smart watches. This relates to phones at school or whilst travelling to or from school.

## **Guidelines for Students**

- Students are **discouraged** from bringing mobile phones and smart watches to school.
- If a student needs a mobile phone or smart watch for before or after school use, parents/carers must sign the **“Appropriate Use of Digital Devices Agreement”**.
- Mobile phones and smart watches must be **turned off upon entering school grounds** and **stored in the front office** for **the duration of the school day**.
- All mobile phones/smart watches brought to school should be clearly marked with the child’s name.
- Students are **not permitted** to use mobile phones or smart watches during school hours, including recess and lunch.
- If students need to contact their parents during the day, the school’s policy is that they do so through the school office.

## **Parents and Community Members**

- Parents should **not contact students directly** on their mobile phones or smart watches during school hours.
- For emergencies or urgent communication, parents must contact the **school office**.
- At official school events, meetings, or classroom assistance, parent mobile phones should be **switched off or set to silent mode**.
- Parents should not take or share photos/videos of students (other than their own child) without consent.

***Using mobile phones/smart watches in an inappropriate manner is unacceptable and will not be tolerated.***

Inappropriate uses of mobile phones/smart watches include but are not limited to:

- Using/having a mobile phone/smart watch out of the designated storage area during school hours.
- Disrupting the learning environment.
- Making calls or sending messages with the intent to bully, harass or threaten another person.
- Using mobile phones/smart watches to take photographs of other people without their consent.
- Using obscene, derogatory or socially unacceptable language while using a mobile phone/smart watch.
- Using mobile phones/smart watch to receive, download and display inappropriate photographs or other material.
- It should be noted that it is a criminal offence to use a mobile phone/smart watch to menace, harass or offend another person.

The school may consider it appropriate to involve the police. Sanctions in line with our Student Behaviour Support Management Policy.

For students who fail to follow these guidelines, the following sanctions may be applied:

- Temporary confiscation of the mobile phone/smart watch (handed back to the student at the end of the school day or parent contacted to collect the phone/watch).
- Communication with parents/carers regarding mobile phone/smart watch use at school.

- A student's permission to bring a mobile phone/smart watch to school being revoked.

### ***Related Technology***

Related digital device technology such as portable computer games, iPods, iPads, digital cameras and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones/smart watches will apply equally to these devices.

### ***Exemptions***

Exemptions of this policy can only be approved by the Principal. Applications for exemption should only be requested due to exceptional circumstances and applied for through the school office to the Principal – Barrack Heights Public School.

### ***Implementation of this Policy***

The policy will be made clear to all students and their parents seeking or having enrolment at Barrack Heights Public School.

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- Parent/carers and the community will be made aware of this policy through our P&C Association and Family Information Sessions.

### ***References***

- NSW Department of Education Legal Issues Bulletin- The use of mobile phones, portable computer games, recording devices and cameras in schools and TAFE NSW institutes.
- NSW Department of Education Policy on Digital Devices in Schools
- NSW Government Mobile Devices in Schools Report

For further information, please contact Barrack Heights Public School on 42964222 or via email at [barrackht-p.school@det.nsw.edu.au](mailto:barrackht-p.school@det.nsw.edu.au)