Doncaster Gardens Primary School  
Mobile Devices Management Policy

Philosophical Basis:
Mobile devices are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. For the purpose of this policy, ‘mobile devices’ includes all Personal Electronic Devices, (PEDs), and in particular mobile phones, but excludes school authorised iPods and iPads.

Guidelines:
• In general, students are discouraged from bringing mobile devices to school.
• Parents of students who bring mobile devices to school should ensure that they are adequately insured against loss or damage.
• The school accepts no responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile device use.
• As a matter of courtesy, it is expected that mobile devices belonging to parents, staff and students (if applicable) will be on silent or turned off during class time, interviews, assemblies, performances and meetings.

Implementation:
• Teachers in charge of all excursions and trips involving students must ensure the school’s mobile phones or similar appropriate communications devices accompany each trip.
• Students are not to use the school’s mobile phones without permission directly from the Teacher in Charge.
• Staff will be kept informed of Department of Education and Early Childhood Development information relating to health effects of using mobile devices.
• Students’ mobile devices must be turned off and must not be visible or used during the school day. Usage includes the sending and receiving of text messages or data, taking photos or recording videos.
• Students’ mobile devices must not be brought to classes, meetings, assemblies or similar organised activities.
• Students must not take mobile devices on excursions or to camps, without prior authorisation. This applies even when the student intends to use a mobile phone only as a camera.
• Mobile devices must not cause disruptions to individuals, classes or the daily operations of the school.
• Students must not use a mobile device to take images or record conversations of other students or staff without the written consent of the Principal or his/her delegate.
• Students who become unwell during the day must not use a mobile device to contact their parents/guardians to collect them. Normal first aid procedures must be followed.
• Students misusing personal mobile devices at school or causing a nuisance will be brought to the attention of the Principal.
• The Principal may revoke a student’s privilege of bringing or using mobile devices whilst at school.
• Students engaged in the inappropriate use of a mobile device by bullying or harassing others through SMS, voice or image will receive consequences in line with the Student Code of Conduct. Serious breaches may result in the mobile device being confiscated, in which case it must be collected from the Principal only by the parent/guardian of the student.
• Expectations in regard to mobile device etiquette will be conveyed to members of the school community via the newsletter and staff meetings.

Evaluation:
• Due to the rapid advances in electronic communication devices, this policy will be reviewed annually.

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