

## Use of mobile phones and other smart devices at Oatley West Public School

**Updated August 2023**

### *Background*

It is recognised that mobile phones, smart watches and other connected devices are often given to students by parents, to enhance security of students, as they travel to and from school. However, there have been rising concerns across NSW of online bullying, inappropriate sharing of explicit images between students, predatory behaviour from strangers and unnecessary distraction for students.

### *Purpose*

The purpose of these procedures is to ensure that:

- a safe learning environment is maintained always for teachers and students
- any potential risk to the safety and well-being of students and staff by inappropriate use of mobile phones, smart watches or other connected devices can be identified and addressed
- the privacy of students and staff is maintained. Mobile phones and other smart devices have the capacity to record both audio and video
- all stakeholders have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones, smart watches or other connected wearable devices with messaging, internet or Bluetooth capabilities.

### *Students*

1. All students are required to switch off mobile phones between the school hours of 9:25am-3:25pm
2. All mobile phones or other connected devices are to be placed in student's school bags between the school hours of 9:25am-3:25pm
3. Smart watches and other wearable devices with messaging, internet or Bluetooth capabilities should not be worn to school unless there is a very compelling reason to do so (permission from the school principal is required). In this case, they must be disconnected from mobile devices or other connected devices during school hours
4. Students who bring mobile phones, smart watches or other connected devices to school do so at their own risk. **The school accepts no responsibility for damaged or lost mobile phones, smart watches and other connected devices**
5. Mobile phones must not be lent to any other students as the student who owns the device will be responsible for its use
6. If a student uses a mobile phone, smart watch or any other connected device in an inappropriate manner, discipline procedures in accordance with Department of Education policies will be followed.

Students infringing on the principles noted above will have their mobile phone or wearable device confiscated and secured. It will be taken to the front office and kept secure, and the

parent(s) of the student informed. Parent(s) of the student may collect the device at their convenience.

**Staff**

1. Staff members are not to use mobile phones whilst engaged in formal duties for private purposes; however it is recognised there may be *special* circumstances where it is appropriate for staff to use a mobile phone
2. Staff are to turn phones to silent when engaged in formal duties, including staff meetings, when teaching and while on playground duty
3. If a staff member uses a mobile phone, or any other device, in an inappropriate manner, discipline procedures in accordance with the Department of Education Code of Conduct will be followed

**Parents**

1. Parents are not to contact children via mobile phone during school hours of 9:25am to 3:25pm. If it is necessary to contact your child, please do so via the school office on 9580 5048
2. Students requiring emergency contact with parents can use school phones under supervision
3. Parents should not use mobile phones when assisting in classrooms. Phones are to be placed on silent
4. If a parent uses a mobile phone, or any other device, in an inappropriate manner, procedures, in accordance with Department of Education guidelines, will be followed
5. Parents/volunteers are not permitted to take photographs or video record on school grounds without the consent of the school principal

