



St William's School
GROVELY
In God's Hand

St William's Primary School Grovely
Mobile Phone and SMART Watch Policy

Mobile Phone and SMART Watch Policy

1. Policy

- (a) St William's Primary School Grovely is implementing this Policy to ensure responsible use and security of mobile phones and SMART watches by students at school and related school activities.
- (b) This Policy supports the:
 - (1) Anti-Bullying Policy;
 - (2) Student Protection Policy; and
 - (3) Social Media Policy.

2. Rationale

- (a) There are an increasing number of parents/guardians who for safety, security and/or emergency purposes wish to provide their children with mobile phones or SMART watches. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. This Policy details the conditions under which mobile phones and SMART watches are permitted at the School.
- (b) While it is acknowledged that providing a child with a mobile phone or SMART watch may give parents/guardians reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this is not necessary during the school day when students have access to school phones and personnel.
- (c) Students are encouraged to use the School telephones under supervision should the need arise, with mobile phones and SMART watches available to children for use before and after school hours.
- (d) It is essential that all communication between students and anyone outside the School, during the school day, be made with full knowledge of the School.

3. Scope

This Policy applies to:

- (a) All students of the School while they are in class, on School grounds or involved in School activities on or off the School grounds; and
- (b) All mobile phones and SMART watches.

All references in this Policy to mobile phones are to be read as referring to mobile phones and SMART watches.

Mobile Phone and SMART Watch policy

4. Mobile Phone and SMART watch Use

4.1 Application for Student Use of a Mobile Phone or SMART Watch

- (a) Students will only be permitted to bring a mobile phone or SMART watch onto the School grounds for safety, security or emergency purposes and with the permission of their parents/guardians.
- (b) Parents/Guardians who require their child to carry a mobile phone or SMART watch on School grounds must complete an Application for Student Use of a Mobile Phone or SMART watch (**attached**).
- (c) In completing an Application for Student Use of a Mobile Phone or SMART watch, parents/guardians and students agree to abide by the terms and conditions of this Policy.

4.2 Conditions of Use

- (a) Parents/guardians and students must complete an Application for Student Use of a Mobile Phone or SMART watch. A separate application must be completed for each Mobile Phone or SMART watch.
- (b) Applications will only be approved if the parent/guardian has outlined to the School the safety, security or emergency purposes that justify the student being in possession of a mobile phone or SMART watch and the School is satisfied that the mobile phone or SMART watch is required for such purposes.
- (c) Mobile phones **MUST BE TURNED OFF** and handed in to the School Office between 8:30am and 8:40am, in a clearly labelled plastic bag where they will be stored in the front office.
- (d) SMART watches must have flight mode activated between 8:28am and 2:55pm so that outside connectivity cannot be achieved.
- (e) At the end of the school day, mobile phones can be collected by students from the School Office at 2:55pm.
- (f) Students are not permitted to have a mobile phone in their possession during school hours, which includes in their bag or desk during school hours. This is inclusive of all offsite school events including, but not limited to, Athletic Days, Sporting Events, Excursions, Camps and Eisteddfods.
- (g) While at school, students are the responsibility of the School and all instances that require emergency contact with parents/guardians **MUST** be through the appropriate staff member or a member of the administration.
- (h) A mobile phone or SMART watch brought to School in accordance with a duly completed Application for Student Use of a Mobile Phone or SMART Watch are not to be used by other students.
- (i) The School does not accept responsibility for loss of and/or damage to mobile phones or SMART watches.
- (j) If parents/guardians have a need to make contact with their son or daughter during the day, this is to be done through the School Office.

Mobile Phone and SMART Watch Policy

- (k) It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls, or other unauthorised use, cannot be made on their mobile phones or SMART watches. Students should keep their passwords/pin numbers confidential.
- (l) Mobile phone or SMART watch photos/videos are not to be taken or used on School grounds.
- (m) If a student is found taking photographs or video footage with a mobile phone or SMART watch of either students or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to other School Policies (as applicable).
- (n) If images of other students or teachers have been taken, the mobile phone or SMART watch will not be returned to the student until the images have been removed by the student in the presence of a teacher.
- (o) The School may at any time revoke a student's privilege of bringing mobile phones and SMART watches to School.
- (p) Parents are asked to talk to their children about the appropriate use of text messages and social media as they can often be used to bully students.
- (q) It should be noted that it is a criminal offence to use a mobile phone or SMART watch to menace, harass or offend another person. Hence, students with mobile phones or SMART watches must not engage in personal attacks, harass another person, or post private information about another person using any application including SMS messages, taking/sending photos, videos or objectionable images, and phone calls.

Contravention of this policy will result in confiscation of the mobile phone or SMART watch and the parent/guardian will be contacted to pick the mobile phone or SMART watch up from the School Office.

Mobile Phone and SMART Watch Policy

APPLICATION FOR STUDENT

TO BRING A MOBILE PHONE OR SMART WATCH ON SCHOOL GROUNDS

Student Name: _____

Class: _____ Teacher: _____

Student Mobile No: _____ Parent Contact No: _____

I wish to apply for permission for my son/daughter to carry a mobile phone on school grounds.

I wish to apply for permission for my son/daughter to carry a SMART watch on school grounds.

- The bringing of a mobile phone/SMART watch* on to school grounds is for safety, security or emergency purposes.
- We (parents/guardians) agree to the conditions set down in the Mobile Phone and SMART Watch Policy and understand that violation of the Mobile Phone and SMART Watch Policy may result in
 - ❖ loss of privilege to carry a mobile phone/SMART watch* at the school
 - ❖ confiscation of the phone/SMART watch* and we will be contacted to collect the device from the school office.
- We (parents/guardians) acknowledge that the mobile phone/SMART watch is to be handed in to the School Office between 8:30am and 8:40am and collected from the School Office at 3:00pm.

**Delete whichever is not applicable*

Parent Name: _____

Reason Mobile Phone/Smart Watch is required: _____

Parent Signature: _____ **Student Signature:** _____

Date: _____ **Approved** **Principal Signature:** _____