

## Use of Electronic Devices Policy

### Rationale

In recent years, various items of technology have become commonplace amongst school children. Increased ownership of mobile phones and other electronic devices has resulted in a significant increase in these devices appearing in our schools.

The environment at St Brigid's is a learning environment and, as such, parents should discourage their children from bringing unnecessary devices to school.

### Policy Statement

St Brigid's School wishes to discourage children from bringing mobile phones and other electronic devices to school on the grounds that they are valuable and may be lost, stolen or broken, and that they may be disruptive to teaching and learning. The school does recognise, however, the safety aspect of mobile phones when travelling both to and from school. The school also recognises the need for certain students to use their personal iPads /generic tablets or laptops as an educational aid.

### Guidelines for Implementation

The possession and use of mobile phones and other electronic devices presents a number of challenges for the school including:

- a. mobile phones and electronic devices can be valuable items and might render a student vulnerable to theft or the item being broken;
- b. mobile phones and electronic devices can make pupils objects of envy and could have implications with regard to discipline and potential bullying.

### Mobile Phones

Whilst recognizing that mobile phones are an aid to safety and security, they can also be, for some students, a cause for concern. The use of a mobile phone with an integrated camera or video could lead to Child Protection and Data Protection issues with regard to inappropriate capture and use of distribution of images. If a student needs access to a camera for school purposes, this will need to be arranged with the class teacher.

There are some students who require access to a mobile phone for safety reasons when going to and from school. A mobile phone may be brought to the school under the following conditions:

- a. The parent/carer must inform the school by completing the form in *Appendix A*.
- b. The mobile phone is clearly marked or engraved with the student's name.
- c. It is highly recommended that children Year 3 and below be discouraged from bringing mobile phones to school.

### Guidelines for using Mobile Phones at St Brigid's School

- Mobile phones are not to be used for any purpose on school premises, grounds or during off-site activities i.e. camps, excursions;
- Students are required to hand in their mobile phone to the class teacher for safe keeping and at the student's request, it will be returned to them at the end of the day. It is the student's responsibility to collect the phone from the teacher;
- Parents and carers may contact children if required by leaving a message with the school office;
- If a student requires the use of a telephone in the case of an emergency, they are required to use the phone in the school office.

### Guidelines for using other electronic devices

Approved electronic devices are able to be used for educational purposes following discussion between the parent and the teacher. The device needs to be checked for relevant software to be reviewed by the teacher for suitability. The device will be kept in a secure area in the classroom and its use monitored by the teacher.

### Consequence of students using mobile phones and other electronic devices

Where a student is found to have an unapproved mobile phone or other electronic device, it will be confiscated for collection by the student at the end of the day, and a consent form sent home.

In the case of an approved mobile phone or electronic device (other than those approved for classroom use), the mobile phone or electronic device will be confiscated and will be given back at the end of the day and the parent/carer notified.

### Theft or Damage

Students are required to mark their mobile phone and/or electronic device clearly with their names.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students if stolen). Students must keep their passwords/pin numbers confidential. Mobile phones and/or passwords must not be shared.

The school accepts no liability for replacing any mobile phone or electronic devices that are lost, stolen or damaged whilst on school premises.

### Evaluation:

This policy is to be reviewed as part of the school's renewal cycle. This policy was last ratified by the School Board in 2013.

**(Appendix A)**

**PARENT/GUARDIAN PERMISSION FOR MOBILE PHONE OR ELECTRONIC DEVICE**

I have read and understood the above information about appropriate use of mobile phones and other electronic devices at St Brigid's School, and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a mobile phone or electronic device should the need arise (e.g. if lost, or if the device is being used inappropriately).

**Please complete the following information.**

My child will be bringing a mobile phone or electronic device to school (please stipulate below).

In giving my child permission to carry a mobile phone or electronic device to school, I understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that my child's device must be handed to the class teacher at the beginning of the day and will be stored in a safe area.

I understand that if circumstances should change regarding my child's use of the device, the school will be notified of the changes. It is the parent/carer's obligation to advise the school of any changes.

**I understand that the school has no liability for lost and damaged devices.**

**Please complete a brief explanation for your child to have a mobile phone or electronic device at school.**

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**Type of Device:** .....

**Mobile Phone Number (if relevant):** .....

Parent name: .....

Parent signature: .....

Date: .....

Student name:.....

**CATHOLIC PRIMARY SCHOOL**

**ROSEWOOD**

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