

# Flemington Primary School

## Personal Devices Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email [flemington.ps@education.vic.gov.au](mailto:flemington.ps@education.vic.gov.au)

## PURPOSE AND RATIONALE

Personal Devices, including mobile phones, smartphones, smart-watches, and digital cameras, are useful for communicating with family and friends but are also a potential disruption to school operations. They are often quite valuable and small so easily lost, misplaced, or stolen if not looked after properly by their owner.

Flemington Primary School understands the importance of personal devices, especially mobile phones, for family communications and safety before and after school. The School recommends that non-essential Personal Devices should be left at home.

This policy tries to strike a balance between essential needs, personal responsibility, the privacy of others, and minimising disruption to school operations.

## POLICY STATEMENT

To ensure the responsible use and care of personal devices by students, parents, and teachers.

## DEFINITIONS

- **Personal Device** – typically electronic equipment that may be able to connect to the internet, make phone calls, send text messages, take photos, make video recordings, play music, and play games. Personal Devices include such things as mobile phones, smartphones, smart-watches, electronic tablets, portable game devices and digital cameras. These devices are not provided by the school, are not part of the school curriculum, and considered the personal property and responsibility of the owner.

## ACTION GUIDELINES

### 1.1 Students

- Students, who bring a Personal Device onto school premises are responsible for its safekeeping. The school has no responsibility for device breakage, loss, or theft.
- Students may use their Personal Devices only before (9am) and after (3.30pm) school operating hours. During school operating hours, student personal devices should be switched-off and kept out of sight.

- If a student is seen using a Personal Devices during school operating hours, the device may be confiscated for the remainder of the day and kept at the school office. As appropriate the student and their Parent/Carers, will be reminded about this policy.
- Students are not permitted to use Personal Devices for taking photos, making videos, playing games, or accessing social media while attending school. If observed doing so, teachers are permitted to ask that the student deletes the photo/video and may be observed while doing so to confirm the deletion. Any photos/videos uploaded to social media may also need to be deleted.
- Students using Personal Devices to threaten or harass (e.g. via phone, text messages or social media) other students at any time will be dealt with according to the School's **Bullying and Harassment Policy**.
- The School will take appropriate action against any student who is caught using a Personal Device during exams or assessments.
- Student Personal Devices will not be connected to the Flemington Primary School internet network (e.g. WiFi).
- Students should mark their Personal Device clearly with their full name if they bring it to school.
- Students are not permitted to bring Personal Devices on school camps or excursions. If they do, the Personal Device is to be left with teachers for the duration of the camp / excursion.

## 1.2 Teachers and Parent/Carers

- Teachers and visiting Parent/Carers should not use Personal Devices during class times.
- All Personal Devices should be turned-off or turned to silent for school functions such as school assembly or music concerts to avoid disruption from rings, alerts, or other notifications.
- Teachers and Parent/Carers should be mindful of the right to privacy of others. Refer to **Social Media and Your School Guide** in the references below.

## MONITORING, REPORTING AND REVIEW

The School will monitor the number of confiscations of student Personal Devices throughout the year. As appropriate the school community will be reminded about this policy on a periodic basis.

## RELATED POLICIES AND DOCUMENTS

- [ICT Acceptable Use Policy](#)
- [Bullying and Harassment Policy](#)
- [Excursions and Camps Policy](#)
- [Parent/Carers Code of Conduct Policy](#)

## REFERENCES

- DET Social Media and your School Guide  
<https://www.education.vic.gov.au/Documents/about/programs/bullystoppers/parentsocialmediaschoolcommunity.pdf>
- DET Students Using Mobile Phones  
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2018
Approved by	Principal
Consultation	School Council August 2018
Next scheduled review date	Every 3 years