



ASCOT VALE PRIMARY SCHOOL

No.2608

## ASCOT VALE PRIMARY SCHOOL MOBILE COMMUNICATION DEVICES

Originally Passed by School Council 19<sup>th</sup> September 2011

Reviewed & Passed at School Council 20 March 2018

Mobile communication devices (MCDs), including mobile phones and tablet computers such as iPads, are important communication tools. Most MCDs include cameras (both video and still), have sound recording capabilities, music players and can track where you are. The 'always on' nature of these devices means that risks, such as cyberbullying, accessing inappropriate content and being distracted from learning, are always present. They can easily be improperly used, lost, or damaged and must therefore be effectively managed. Ascot Vale Primary School (AVPS) wishes to utilise the benefits of these MCDs, including iPads and mobile phones, whilst managing the problems they can potentially cause. Any member of the school community misusing an MCD, whilst on school property or engaged in school activities will be brought to the attention of the Principal. Please also refer to the:

- AVPS Student Cyberbullying policy
- *Information and Communication Technology (ICT) Student Acceptable Use Agreement*
- Department of Education and Training (DET) *Acceptable Use Policy for Information, Communications and Technology systems*

<http://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>

### Guidelines

#### Staff

- Teachers in charge of all excursions and trips involving students must ensure a mobile phone accompanies each trip.
- Mobile phones are not to be used for private use during teaching hours, with the exception of an emergency, or when needed on an excursion or school camp.
- Students are not to use staff phones or MCDs without the direct permission of the staff member in charge (note – all grade 4, 5 & 6 students can bring their own iPad to school).
- Staff must comply with the *ICT acceptable use policy* when using the internet and email facilities on an MCD, including when using their staff laptop and school-owned iPad at home.
- Staff will have access to professional learning relating to all forms of cyberbullying – this will be monitored and supported via the student welfare team.
- Each classroom teacher will clarify with students at the start of each year the school policy on cyberbullying and ensure that all Internet Usage forms are explained and signed by students and parents.
- Staff will never post student detail or pictures on social media without the prior written consent from the child's parents or caregivers.

#### Parents

- Parents assisting with school programs and activities are required to put their phones on silent, including at school assemblies.
- Parents assisting with school programs, including excursions will not let students use their mobile phone or other MCD.
- Parents are not to take photos of students unless consent is given by the staff member in charge.

- Parents are encouraged to be involved with their child's use of technologies by:
  - Finding out what the MCD can access and any other services it can provide;
  - Talking to their child about their own experiences using MCDs, the good and the bad;
  - Encouraging their child to tell them if they come across something's that worries them online and not to respond to/interact with it;
  - Seeking support in the above instance such as reporting to school.

## Students

- Student MCDs, other than iPads for grade 4, 5 and 6 students, must not be used during class time or other activities (such as excursions, camps) unless permission is given by the teacher in charge (i.e. it must not interfere with learning). This includes the use of MCDs to play music.
- Mobile phones must be turned off upon arriving at school and must remain off during school hours.
- Teachers may arrange storage for phones during school time.
- The school will not be responsible for incoming or outgoing calls or messages, or lost or damaged mobile devices. **The Department of Education and Training does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.** Students are discouraged from bringing any unnecessary or particularly valuable items to school.
- Students will not take any MCD that has mobile phone capabilities outside during recess or lunchtime, including iPads.
- Students will comply with the *ICT student acceptable use agreement* whether they are using school technologies or personal MCDs (with teacher permission).
- All students will be made aware, through classroom programs and curriculum, about the seriousness of cyberbullying, its impact on those being bullied, and that this behaviour is unacceptable and will not be tolerated.
- Consequences for inappropriate use will be enforced, depending on the seriousness of the breach and any repeat behaviours. Parents/carers may be contacted if a student misuses any MCD as stated above. Students may lose their rights to bring any MCD to school.

## References:

- Department of Education and Training Acceptable Use Policy - <http://www.education.vic.gov.au/school/principals/health/Pages/lolsocialmediaaup.aspx>
- Office of the e-Safety Commissioner - e-safety information <https://esafety.gov.au/esafety-information>

## Evaluation:

This policy will be reviewed with staff, students, parents and community by March 2021, as part of the three-year policy cycle.