



## MOBILE PHONE AND PORTABLE DIGITAL DEVICE POLICY 2018

Our core business at McDonald Park School is teaching and learning. We recognise that information and communication technologies can enhance learning when used as part of a structured educational experience under the guidance of teachers. Unfortunately when technology is misused it can become an unnecessary distraction and disruption to learning programs.

Therefore we strongly encourage students **not** to bring mobile phones, portable digital devices and other electronic equipment to school.

From time to time it may be necessary to communicate an important message that cannot wait until the end of the day e.g. a parent is delayed and cannot be at the school in time to collect their child. If a parent or guardian needs to contact a student or a student needs to contact a parent during the school day, please contact the front office (8724 9811). Messages will be delivered directly to students at an appropriate time. In the case of emergencies, messages will be given to students immediately.

If parents or guardians believe it is necessary for their child to bring a mobile phone or portable digital device to school, **they must be switched off at ALL times during the school day**. Students will not be able to access messages during school hours.

Any use of mobile phones or portable digital devices by students during school hours is a breach of the student behaviour code. Staff will confiscate these devices if seen during the school day. They will then need to be redeemed from the Principal or Deputy Principal at the end of the following day. If a telephone or portable digital device is confiscated on a second occasion, parents will be asked to come to the school to discuss the need for their child to have a phone at school.

*If necessary, students may leave their mobile phone at the front office.*

Neither the school nor DECD will accept responsibility for the damage or loss of students' mobile phones, portable digital devices or any other ICT equipment.

Respectful and appropriate use of all ICTs is expected of every student to ensure the safety and wellbeing of our students and to minimise disruptions to the operations of our school. Inappropriate use will be dealt with in accordance with our behaviour code and ICT policy; including contact with the police when necessary.

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### PERMISSION TO HAVE A MOBILE PHONE/PORTABLE DIGITAL DEVICE AT SCHOOL

STUDENT'S NAME: ..... YEAR LEVEL/ CLASS: .....

MOBILE TELEPHONE NUMBER: .....

MAKE/ MODEL/ COLOUR OF TELEPHONE/DEVICE: .....

I agree to my child having a mobile telephone/digital device at school

- We will abide by the school regulations regarding the use of the telephone/device.
- We are clear that the telephone/device must not be accessed or used at ANY time at school and that staff will confiscate the telephone/device if students choose to breach this.
- We understand the school is not responsible for the safe keeping of the telephone and will not be held responsible for loss or damage.

PARENT'S SIGNATURE: ..... STUDENT'S SIGNATURE: .....

DATE: .....