



BURRANEER BAY PUBLIC SCHOOL

Guidelines for Appropriate Use of Digital Communication Devices at School

Purpose of these Guidelines

These guidelines outline the appropriate use of mobile phones, tablets, iPads, Smart watches and other digital communication devices for all stakeholders whilst on site at Burraneer Bay Public School, at school related activities and outside of school where there is a clear and close connection between the school and the conduct of students. For the purposes of these guidelines, all of the above-mentioned devices will be defined as digital communication devices.

These guidelines aim to ensure that:

- Digital communication devices do not disrupt the teaching and learning environment for any student or teacher.
- Potential risks to student safety and wellbeing posed by inappropriate use of communication devices are addressed and minimized.
- Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of communication devices.

Rationale

The staff at Burraneer Bay Public School recognize that in today's world, many students own and regularly use mobile phones or other digital communication devices. When used appropriately, these devices offer students, their parents and staff advantages in terms of ease of communication and a sense of personal safety. The school accepts that some parents may require their children to have a mobile phone before or after school for various reasons. However, digital communication devices have the capacity to have a negative impact on the learning environment and when used inappropriately can put the safety and wellbeing of students at risk. The widespread ownership of digital communication devices requires that the staff, students and parents at Burraneer Bay Public School take steps to ensure these devices are used in a responsible and safe manner.

Responsibility

All members of the school community must adhere to the following responsibilities:

- Burraneer Bay Public School discourages students from bringing digital communication devices to school. If parents feel it is necessary for their child to have a device in their possession at school, it is the responsibility of the student to follow the appropriate use guidelines outlined in this document.
- Permission for students to have a communication device at school is reliant on parents and students signing the **Burraneer Bay Public School Appropriate Use of Communication Devices** agreement.
- It is the responsibility of all staff and parents to comply with the appropriate use of communication device guidelines as outlined in this document and Department of Education (DoE) policy.
- The school accepts no responsibility for lost, stolen or damaged devices. This relates to devices at school or whilst travelling to or from school.

Guidelines for Acceptable Use of Communication Devices

The following guidelines must be followed by all members of the school community:

For Students

1. Students are only permitted to bring a digital communication device to school once the Burraneer Bay Public School Appropriate Use of Digital Communication Devices agreement has been co-signed by the parent and student.
2. All students are to be made aware of the unacceptable uses of digital communication devices and to ensure they have a clear understanding of what is and is not appropriate.
3. Communication devices should be switched off as soon as students enter the school grounds and are to remain stored in the student's bag for the duration of the day. Devices are not to be accessed until a student has left the school grounds.
4. Students will only be granted permission to access their device between 9:10am and 3:10pm under exceptional circumstances for educational purpose. Such requests should be directed to the Principal.
5. Parents are reminded that in an emergency or when messages need to be passed onto students the administration office remains the sole point of contact. Administration staff will ensure that a student is contacted and assisted in an appropriate and timely manner.
6. Students must not lend a device to another student for use as a phone, for text messaging or for use as a camera or recording device. The student who owns the phone will be responsible for its use.
7. Students are not permitted to bring communication devices on school excursions and overnight camps. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents, this will be organised by supervising staff.

For Parents and Community Members

1. It is not appropriate for parents to contact their children on their personal device during school hours, via voice calls or text messaging. The administration office remains the sole point of contact.
2. At all official school functions, during meetings or when assisting in classrooms devices should be switched off or placed on 'silent'. Parents and community members are asked to leave the function, meeting or learning space if they need to use their communication device.

Unacceptable Use of Communication Devices

1. Unless express permission is granted by the principal, students are not to be in the possession of a mobile phone at any time between the hours of 8:40am and 3:10pm. Accordingly, digital communication devices should not be used to make calls, send text messages, access the internet, take photos or use any other application while students are participating in school activities.
2. Using communication devices in an inappropriate manner is unacceptable and will not be tolerated.

Inappropriate uses of communication devices include but are not limited to:

- a. using a communication device at a time that will disrupt the learning environment or interfere with the operation of the school;
- b. making calls or sending messages with the intent to upset, bully, harass or threaten another person;
- c. using devices to take photographs of other people without their consent;
- d. using obscene, derogatory or socially unacceptable language while using a mobile phone;
- e. using devices to receive, download and display inappropriate photographs or other material.

Related Technology

Related technology such as portable computer games, iPods and other similar devices are not to be brought to school. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of digital communication devices will apply equally to these devices.

1. **Smart Watches**

Students wearing smart watches to school are to have their devices on **Aeroplane Mode** between the hours of 8:40am and 3:10pm. These devices are not be used to make calls, send text messages, access the internet, take photos or use any other application while students are on site at Burraneer Bay Public School, at school related activities and outside of school where there is a clear and close connection between the school and the conduct of students.

Consequences of Inappropriate Use of Communication Devices

Students who engage in inappropriate use of communication devices will be subject to disciplinary action in accordance with the school's discipline policy. Some inappropriate uses can constitute criminal behaviour and will be reported to the police.

- a. Students who infringe the guidelines in this document will have their device confiscated by school staff. The device will then be stored securely until the student's parents are informed and arrangements are made for the parents to collect the device.
- b. Repeated infringements will result in the withdrawal of the agreement to allow the student to bring the device to school.

Implementation of these Guidelines

- a. Teachers will discuss these guidelines with students to ensure they have a clear understanding of the content.
- b. The community will be made aware of the guidelines through the school newsletter, at P&C meetings and on the school's website.
- c. The guidelines will be made clear to all students and their parents seeking enrolment at Burraneer Bay Public School.

Exemptions

The Principal can only approve exemptions to the guidelines outlined in this document. Applications for exemption should only be requested due to exceptional circumstances for an educational purpose where the use forms part of a reasonable adjustment to support student learning and wellbeing.

Ratification and Review

This policy was developed and ratified by the Burraneer Bay PS staff and community in Term 4, 2019 and will be reviewed when necessary.

References

NSW Department of Education Communication Devices and Associated Services Policy_
<https://education.nsw.gov.au/policy-library/policies/communication-devices-and-associated-services-policy>

Appendix

Burraneer Bay Public School Appropriate Use of Communication Devices at School Agreement.



Burraneer Bay Public School

Appropriate Use of Digital Communication Devices Agreement

Student Name: _____ Class: _____

Student Mobile Phone Number: _____

Burraneer Bay Public School accepts that some parents give their children digital communication devices for communication outside school hours. The school has clear guidelines for the appropriate use of digital communication devices as outlined in the **Guidelines for Appropriate Use of Digital Communication Devices at School** document. Before any student can bring a communication device onto school grounds, they must have read and clearly understood the guidelines as well as co-signed the following agreement with their parent.

STUDENT AGREEMENT

I have read the **Burraneer Bay Public School Guidelines for Appropriate Use of Digital Communication Devices at School** and agree to the following:

- I understand and will abide by all the guidelines for **acceptable use** of communication devices at Burraneer Bay Public School.
- When bringing my digital communication device to school I will switch it off as soon as I enter the school grounds and ensure it remains in my school bag until I leave the school grounds at the end of the day. I understand that I am not permitted to use my device in the playground before school or while participating in a school activity. I will ensure that it is only used for communication purposes before and after school hours.
- When wearing a **Smart Phone** to school, I will switch it to **Aeroplane Mode** as soon as I arrive at school.
- I understand the behaviours that constitute **unacceptable use** of communication devices and I will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement my parents will be contacted and I may be banned from bringing my device onto school grounds.

Student Name (print): _____

Student Signature: _____ Date: _____

PARENTAL AGREEMENT

I have read the **Burraneer Bay Public School Guidelines for Appropriate Use of Communication Devices at School** and agree that:

- I/we give permission for my child to carry a digital communication device to school.
- I will ensure that my child will only use their communication device for communication purposes **before and after school hours**.
- I/we have read the **Burraneer Bay Public School Guidelines for Appropriate Use of Communication Devices at School** and have discussed the guidelines with my child.
- I/we agree to support school guidelines with regards to digital communication device use and agree to support school decisions and actions regarding these devices.

Parent Name/s (print): _____

Parent Signature/s: _____ Date: _____