

Pacific Palms Public School



Guidelines for Mobile Phones (Digital Devices) Student Use in Schools

Ref: <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>

What is the purpose of the guidelines?

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise that they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Students' safe, responsible and respectful use of digital devices and online services is a shared responsibility.

These guidelines cover student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students.

What are the requirements of the guidelines?

Students:

- are asked to switch off mobile phones and have them out of sight during class time, recess time and lunch breaks.
- are encouraged to leave phones in the front office to be collected at the end of the day or left in their bags (at their own risk).
- are expected to use electronic devices and social media in a manner which positively promotes learning, wellbeing and safety of others. This includes use of electronic devices outside of school hours.
- must respect and follow school guidelines and procedures and the decisions made by staff.
- must communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- who wish to contact parents during school hours must seek teacher permission and report to the front office to access the school phone.
- who misuse their phone during school hours, will have phone sent to front office to be secured and held till the end of the school day.
- with repeated incidents of misuse, will have phones sent to front office and collected by a parent.
- Will have further disciplinary action in line with Department and school guidelines may be implemented.

Mobile phones are **not permitted** on overnight school excursions.

Parents and carers:

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school guidelines, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Parents who wish to contact their child during school hours do so by contacting the front office and leave a message.

Staff:

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.

What processes are in place to support/document/review the guidelines?

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

The principal or delegated staff will review this procedure annually.

The Director, Learning Design & Development (Educational Services) and Director IT Service Operations and Security (Information Technology Directorate) are responsible for monitoring the implementation of this policy and reviewing its effectiveness at least every three years.

What resources are available to support the guidelines?

education.nsw.gov.au/content/dam/main-education/en/home/about-us/strategies-and-reports/our-reports-and-reviews/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools/Digital-Devices-FAQs.pdf

<https://education.nsw.gov.au/content/dam/main-education/en/home/about-us/strategies-and-reports/our-reports-and-reviews/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools/Safe,-Responsible-and-Respectful-posters.pdf>

