

MOBILE PHONE AND SMART WATCH GUIDELINES AND PROCEDURES

When used appropriately, mobile phones and Smart Watches offer students, their parents and staff advantages in terms of ease of communication and a sense of personal safety.

While discouraging students from using mobile phones and Smart Watches while attending, West Pymble Out of School Care accepts that some parents give their children mobile phones/Smart Watches to protect them from everyday risks involving personal security and safety. However, mobile phones and Smart Watches have the capacity to have a negative impact and when used inappropriately can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones and Smart Watches among young people requires the staff, students and parents at WPOOSC take steps to ensure mobile phones and Smart Watches are used in a responsible and safe manner.

The purpose of this policy is to ensure that:

- mobile phone and Smart Watch use does not disrupt our environment for any child or educator;
- potential risks to student safety and wellbeing posed by inappropriate use of mobile phones and Smart Watches can be identified and addressed;
- students, staff and parents have a clear understanding of WPOOSC guidelines and personal responsibilities related to the appropriate use of mobile phones and Smart Watches.

Responsibility

West Pymble Out of School Care strongly discourages students from bringing mobile phones and Smart Watches to the centre. However, in the instance that parents feel it necessary for their child to have a mobile phone or a Smart Watch in their possession at school, it is the responsibility of the student to abide by the 'Guidelines for Acceptable Use of Mobile Phones and Smart Watches' outlined in this document.

The decision to provide a mobile phone or Smart Watch to their children should be made by parents or guardians who should be aware that their child is bringing a mobile phone or Smart Watch to school.

Permission for students to have a mobile phone or Smart Watch at school is contingent on parents and students signing the 'Appropriate Use of Mobile Phones and Smart Watches at School Care Agreement'.

It is the responsibility of all staff and parents to comply with the 'Guidelines for Acceptable Use of Mobile Phones and Smart Watches' as outlined in this document, in WPOOSC Policies and any Department of Education (DoE) policy. West Pymble Out of School Care abides by guidelines set by West Pymble Public School.

The centre accepts no responsibility for lost, stolen or damaged mobile phones or Smart Watches.

Guidelines for Acceptable Use of Mobile Phones and Smart Watches

For Students

Students are only permitted to bring a mobile phone or Smart Watch to out of school care once the 'Appropriate Use of Mobile Phones and Smart Watches at WPOOSC Agreement' has been signed by the parent and student, and returned to WPOOSC.

All students are to be made aware by parents of the unacceptable uses of mobile phones and Smart Watches to ensure they have a clear understanding of what is and is not appropriate.

Mobile phones and Smart Watches should be switched off as soon as students enter the school grounds.

Students in Kindergarten - Year 6: If bringing a mobile phone or Smart Watch to school the device must be switched off and left in the student's school bag. In the case of Smart Watches, these are to be set to 'School Mode' where appropriate. The mobile phone or Smart Watch is not to be accessed while at WPOOSC or when under the supervision of WPOOSC staff at any time when attending Before / After school care

Parents are reminded that in cases of emergency or when messages need to be passed on to students the WPOOSC office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner.

Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them. It is strongly advised that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their mobile phone or Smart Watch. Students must not lend a mobile phone or Smart Watch to another student at any time. The student who brings the device to school will be held responsible for its use.

Students should mark their mobile phones and Smart Watches clearly with their name.

Students exempt from this restriction - Only students who require access to a mobile phone or Smart Watch due to a disability or health issue, and who have been granted written permission from the Director, will be exempt.

For Parents and Community Members

We would like to remind parents and community members that all mobile phones/Smart Watches should be switched off or put on 'silent when attending our centre'.

Parents should also be aware that photographing / uploading photographs of students to social media sites requires permission from other parents/guardians before doing so.

Unacceptable Use of Mobile Phones and Smart Watches

Unless express permission is granted, *students are not to make use of a mobile phone or Smart Watch (make calls, send SMS messages, access the Internet, take photos or access any other application) when on school grounds or under the supervision of WPOOSC staff or at any time while attending the centre.*

Using mobile phones or Smart Watches in an inappropriate manner is unacceptable. WPOOSC discipline policy will be implemented as required.

Inappropriate uses of mobile phones and Smart Watches at West Pymble Out of School Care include but are not limited to:

- *use of a mobile phone or Smart Watch by students at any time when on school grounds or under the supervision of WPOOSC staff;*
- *making calls or sending messages with the intent to bully, harass or threaten another person;*

- *using mobile phones or Smart Watches to take photographs of other people without their consent;*
- *using mobile phones or Smart Watches to upload images of other people to social media sites without their/parental consent;*
- *using obscene, derogatory or socially unacceptable language while using a mobile phone or smart watch;*
- *using mobile phones or Smart Watches to receive, download and display inappropriate photographs or other material.*

Consequences of Inappropriate Use of Mobile Phones and Smart Watches

Students who engage in inappropriate use of mobile phones or Smart Watches will be subject to disciplinary action in accordance with the centre's behaviour policy. Some inappropriate uses can constitute criminal behaviour and, in such instances, will be reported to police.

Sanctions

Students who infringe the guidelines in this document will have their mobile phone or Smart Watch confiscated by WPOOSC staff. The mobile phone or Smart Watch will then be stored securely until the student's parents are informed and arrangements are made for the parents to collect the mobile phone or Smart Watch.

Repeated infringements will result in the withdrawal of the agreement to allow the student to bring the mobile phone or Smart Watch to school. A report will be supplied to West Pymble Public School.

Related Technology

Related technology such as, but not limited to, portable computer games, iPads and other similar devices are not to be brought to WPOOSC under any circumstances. The centre accepts no responsibility for the security of these items and the procedures applying to inappropriate use of mobile phones and Smart Watches will apply equally to these devices.

Implementation of this Policy

- Educators will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the centre newsletter and policies
- The policy will be made clear to all students and their parents seeking enrolment at West Pymble Out of School Care.
- Copies of our Policies are available in the centre foyer, on our website, and a copy may be requested by email.

MOBILE PHONE & SMART WATCH PROCEDURE

PLEASE SIGN AND RETURN THIS PAGE TO THE CENTRE

Student name: _____ Student Mobile Number: _____

West Pymble Out of School Care accepts that some parents give their children mobile phones or smart watches to protect them from everyday risks involving personal security and safety.

However, the centre has clear guidelines and procedures for the appropriate use of mobile phones and smart watches as outlined in our Mobile Phone and Smart Watch Policy.

In order for any student to bring a mobile phone or Smart Watch on to school grounds they must have read and clearly understood the policy as well as co-signing the following agreement with their parent.

STUDENT AGREEMENT

Students in Kindergarten - Year 6: If bringing a mobile phone or Smart Watch to school it must be switched off and either worn (watch) or left in the student's school bag. The phone/watch is not to be accessed when on school grounds or under the supervision of WPOOSC staff at any time while attending Before / After school care.

- I understand and will abide by all the guidelines for acceptable use of mobile phones and Smart Watches at West Pymble Out of School Care.
- I understand the behaviours that constitute unacceptable use of mobile phones and or Smart Watches and will not engage in these behaviours at any time.

I acknowledge that if I break the terms of this agreement, my mobile phone and/or Smart Watch will be confiscated, my parents will be contacted and I may be banned from bringing my phone or Smart Watch on to school grounds.

Name of student: Year

Please print

Signature of student: Date: / /

PARENTAL AGREEMENT

I give permission for my child to have a mobile phone and/or Smart Watch at school, and either wear it (watch) or keep it in their school bag during attending at WPOOSC

I have read the West Pymble Out of School Care 2020 Mobile Phone and Smart Watch Guidelines and Procedures about appropriate use of mobile phones and Smart Watches and discussed the guidelines and procedures with my child.

I agree to support centre policy with regards to mobile phone and Smart Watch use and agree to support school decisions and actions regarding mobile phones and Smart Watches. I understand that this form will be kept on file and details may be used in identifying the phone or Smart Watch should the need arise.

Name of parent/caregiver:

Please print

Signature of parent/caregiver: Date: / /

I have read the WPOOSC Policies attached