



## **MOBILE PHONE PROCEDURES**

Our Giralang Primary School Mobile Phone Procedures support the implementation of the **ACT Education Directorate Personal Use of Communication Devices in ACT Public Schools Policy**.

At Giralang Primary School we are guided by this policy which states:

### **YEARS P – 10**

1. Students in Years P-10 at ACT public schools may not use or access personal communications devices at school, including recess and lunch, or during school authorised events, unless the school Principal or their delegate has approved a formal and specific exemption.
2. Year P-10 students are strongly encouraged not to bring their personal communications to school. However, it is acknowledged that some students require access to a personal communication device immediately before and after school.
3. This policy applies to all ACT public school students while at school during school hours and while participating in authorised school events, including off-site camps and excursions.
4. This policy does not apply to activities not managed or supervised by the school, e.g. OSHC or external providers using a school site for out of hours activities.

### **The Giralang Primary School procedure is:**

- A) Students are discouraged from bringing a phone/SmartWatch to school however we appreciate it is often required for when students are moving between home and school (walking, catching buses etc).
- B) Students are not permitted to use their device during the school day/onsite (including break times and school events (occurring during school hours and after hours)).
- C) Smart devices are handed in at the front office before the start of the school day and collected at 3pm, unless students are picked up early or come late.
- D) Students can apply for an exemption through the process mentioned in the Directorate Policy and on the ACT Education Directorate website.
- E) This applies to all Smart Devices including watches. Messaging, taking photos and making phone calls on a Smart Watch is not permitted and falls under the scope of the ACT policy.

### **The process for addressing this is:**

- i) Staff will regularly remind students of expectations in conjunction with our Positive Behaviours for Learning and Cyber Safety programs.
- ii) Students will receive one official warning.
- iii) On the second warning there will be a request for the phone/Smart Watch to be handed in. The family will be contacted to collect the device and to discuss the events involving the device.

This procedure ensures student devices are kept safe and devices do not interfere with learning or compound peer incidents.

The link to the ACT Education Directorate Policy, supporting documentation and exemption form is below:

[ACT EDUCATION DIRECTORATE COMMUNICATION DEVICES IN PUBLIC SCHOOLS POLICY](#)