

## Acceptable Use of Mobile Phone / Smartphones Policy & Procedures 2024

### Rationale and Purpose

Mobile phones have become an important and invaluable part of our modern lifestyle. Lennox Head Public School understands that there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school.

This policy clearly outlines our expectations regarding the safe and appropriate use of mobile phones by students at school or during extra-curricular activities. The school aims to provide a happy, safe and stimulating learning environment for all students. The purpose of these procedures is to ensure that mobile phone usage does not disrupt the learning environment. The procedures seek to clarify the responsibilities of staff and students regarding the use of mobile phones.

### NSW Dept Education Policy

- 1.1 Students are not allowed to use mobile phones at school, including during recess and lunch.
- 1.2 Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy.
- 1.3 Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

### Phone Usage at Lennox Head Public School

1. Students are **not permitted** to use their mobile phones on school grounds during school hours. This includes but is not limited to:  
Making phone calls, sending text messages, playing games, using apps, listening to music or any audio material or viewing videos during lesson times.
2. Smart watches are **not to be used** on school grounds during school hours. Inappropriate use of smart watches (such as accessing functions available on mobile phones) may result in similar action being taken for the unacceptable use of mobile phones. This includes but is not limited to:  
Making phone calls, sending text messages, playing games, using apps, listening to music or any audio material or viewing videos during lesson times.
3. Before, during or after school, students will not:
  - take or transmit photos, video or audio recordings of any school activity, including student interactions in the playground;
  - or make, transmit or publish unauthorised images or audio that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
4. Students will not participate in cyberbullying at any time, including abuse transmitted electronically such as by email, Facebook, Twitter, SMS text messages or apps such as Snapchat, Instagram or by other electronic means. Any such action will be dealt with according to the school discipline procedures and DoE policy. Police may be called.

5. If students use mobile phones or smartwatches inappropriately, or refuse to comply with this policy, the Principal (or their delegate) has the right to take appropriate action. Depending on the circumstances, action may include but is not limited to:
- *confiscating mobile phones or smartwatches from individual students.*
  - *banning students from bringing mobile phones or smartwatches during the course of the school day.*
  - *applying student disciplinary provisions in accordance with the NSW DOE procedures which may include warning of suspension or suspension.*

Students are required to abide by all related DoE and LHPS policies. In situations not specifically addressed in these policies, the principal or their delegate will make the final determination regarding any action to be taken.

### **Responsibility for Mobile Phones**

Mobile phones are to be switched off and away in bags at all times throughout the school day while on school grounds. NB: School staff take no responsibility for loss or damage. Students bring their phones to school at their own risk. The school is not responsible for phones that are lost, stolen or damaged at school or when students are travelling to and from school.

### **Supporting Policies**

- DoE [Legal Issues Bulletin 35: Misuse of Technology in Schools](#)
- DoE [Student Discipline in Government Schools Policy](#)
- DoE [Impact of Mobile Digital Devices in Schools](#) (CESE)
- DoE [Online Communication Services: Acceptable Usage for School Students Policy](#)
- DoE [Values in NSW Public Schools](#)

**Date:** 1.06.24

**Review:** Annually