



## Student Communication Device Policy

### Introduction and aims

At Maribyrnong we recognise that communication devices, including smart watches, are an important part of everyday life for some of our pupils, parents and staff, as well as the wider school community. Our policy aims to promote, and set an example for, safe and responsible device use, set clear guidelines for the use of devices for students as well as support the school's other policies, especially those related to child protection and behaviour. This policy also aims to address some of the challenges posed by communication devices in school, such as: risks to child protection, data protection issues, potential for lesson disruption, risk of theft, loss, or damage and appropriate use of technology in the classroom. Maribyrnong will manage non-compliance with their device policy in accordance with our existing student engagement policy.

### Definitions

Communication Device: For the purpose of this policy, a *communication device* is a phone, smartwatch or other personal device with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### Procedures

1. All communication devices are to be kept at the Front Office. When arriving at school, students will be required to sign their communication device into the office. They are to be turned off prior to signing them in.
2. Urgent messages for students can be left at the front office and a phone is always available for students if they need to contact parents or carers.
3. Students should ensure that their devices are handed in to the front office to be kept securely during school hours.
4. No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the directorate's negligence.
5. Students are expected to collect their communication device from the Front Office at the end of the day. This is to support student safety when travelling to and from school, during which times carrying a communication device may help to manage risks of harm.

*NOTE: An exception to this may be due to medical needs. Should a student require their device for essential medical reasons that will be negotiated with the school and the individual.*