



Templestowe Valley Primary School ~ 4985

# MOBILE PHONES & OTHER PERSONAL MOBILE DEVICES ~ STUDENT USE

## APPENDIX A Permission Form

### PURPOSE

Mobile phones and personal devices are an important communication tool, with a designated role in supporting a safe school environment. Student use of mobile phones and personal devices need to be managed to ensure compliance with the Department's Mobile Phone – Student Use Policy and to minimise the lost or damage to devices that are being used in accordance with TVPS Protocols.

### DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

NB. For the purpose of this policy, "**mobile phone**" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches, dongle.

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ YEAR: 2024

Mr Jenes,

We wish to advise that we have supplied our child with a mobile phone for the purpose of communication with parents/guardian(s) when travelling to and from school.

- We have read and discussed this permission with our child.
- We have read and agree to abide by the protocols as outlined in the **Mobile Phones & Other Personal Mobile Devices Student Use Policy, Digital Learning Policy (Internet, Social Media and Digital Devices)** and the **Student Acceptable Use Agreement**.
- We understand that the school accepts **NO** responsibility for loss or damage to a student mobile phone or personal mobile device.

### TVPS PROTOCOLS

If a mobile phone or personal mobile device is brought to school by a student at Templestowe Valley PS, students are required on to:

1. Turn off their mobile phone.
2. Hand their mobile phone to their class teacher who will then place it in secure storage for the day.
3. Retrieve their phone from their class teacher at the end of the school day.

NB. Please note that Templestowe Valley PS does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Templestowe Valley PS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

## **Enforcement**

Students who use their personal mobile phones inappropriately at Templestowe Valley PS may be issued with consequences consistent with our school's existing student policies. *I.e.*

- *Student Wellbeing and Engagement Policy*
- *Code of Conduct*
- *Student Acceptable Use Agreement*
- *Digital Learning Policy*.

At Templestowe Valley PS **inappropriate** use of mobile phones and other personal mobile devices is **any use** of that device **during school hours**, unless an exception has been granted by a Principal Class member.

This includes use:

- that in any way that disrupts the learning of others.
- to send inappropriate, harassing or threatening messages or phone calls.
- to engage in inappropriate social media use including cyber bullying.
- to capture video or images of people, including students, teachers and members of the school community without their permission.
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms.
- during exams and assessments.
- using a person's screen name or password to pretend to be them.
- mobile phones/devices must **NOT** be used as a mobile Wi-Fi/hotspot at school under any circumstances.

We understand that if there is a breach of the protocols at the school, the 'phone or personal device privilege' may be revoked.

We understand that if inappropriate messages or 'posts' on social media involve TVPS students outside of school, the Principal or Assistant Principal may be informed and provide assistance to the student/family. This may result in a 'duty of care' communication with parents and the 'phone or personal device privilege' at school may be revoked.

We acknowledge that the approval will be for the course/remainder of the school year in which it is granted.

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_