



Wollongbar Public School

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Principal: Jennifer Thomas



Education
Public Schools

Wollongbar Public School Use of Mobile Phones and Devices Procedure

Students

Student use of digital devices and online services

(PD-2020-0472-01-V2.0.0 © NSW Department of Education, June 2020)

It is mandatory in Primary Schools that the use of digital devices by primary school students (personal or school provided) must be restricted during class, recess and lunch unless:

- approved by a teacher or principal for an educational purpose
- use forms part of a reasonable adjustment for student learning and wellbeing
- an exemption has been granted for other reasons.

Where students bring their own mobile phones and devices to school, the mobile phone and/or device is to be signed in and left at the Office on arrival. Students may collect their phone and/or device at the end of the school day by signing for the return of the phone and/or device. Mobile phones and/or devices are only to be used onsite for the purpose of learning when under the direct supervision of a staff member.

Mobile phones and/or devices must remain switched off and in school bags when onsite before and after school, for example in bus lines or under the COLA.

Parents, Carers and Visitors

Parents, Carers and visitors to our school should ensure that their mobile phone and/or device is switched off or on silent. They are not to use mobile phones in classrooms, at assemblies or in any other way that would interrupt the learning time of students or school events.

Staff

Whilst mobile phones are an important tool for communication, it is important that staff limit their use except where they are being used as a learning tool or for time keeping and safety purposes.

Mobile phones are to be switched off/on silent at the following times:

- Staff meetings
- Stage meetings
- Professional Learning sessions
- Class teaching time
- Playground Duty

Staff are not to make or receive phone calls, or send or receive text messages during teaching time, staff meetings or professional learning sessions unless this has been negotiated with the principal (owing to exceptional circumstances) beforehand. If staff need to receive an urgent call on the landline, keep the Office staff informed and special arrangements can be made. Office staff will place phone messages in the pigeon holes unless it is of an urgent nature.

Jennifer Thomas

Principal