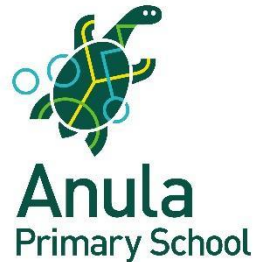


Personal digital devices at Anula Primary School

School procedure and acceptable use form

School procedure

Schools must provide parents with a copy of their procedure for the acceptable use of personal digital devices at school. Parents must keep the school procedure section of this form for their records.



Introduction

Anula Primary School manages personal digital device usage in its educational environments through a whole-school approach to student wellbeing and positive behaviour and has a switched off and securely stored procedure in place.

Switched off and securely stored means devices that are brought into the educational environment are turned off and not accessed, seen or heard at any time during school hours (which includes classroom time, recess and lunch) and are electronically or physically secured.

Educational environments include school premises, such as school buildings and school grounds, and during school excursions, camps, extracurricular activities and other school organised functions.

Personal digital devices include, but are not limited to, mobile phones, smart watches, tablets, laptop computers, music and video players, still and video cameras, voice recorders, instant messaging services, digital assistants, handheld games, smart devices and similar.

Responsibility

Anula Primary School acknowledges that personal digital devices may be used as a safety measure out of school hours for children who travel alone, on public transport or commute long distances to school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted appropriately.

Parents are responsible for the decision to provide a personal digital device to a child. Parents should be aware when their child is taking a personal digital device to school.

Students who bring personal digital devices to school are responsible for the devices and must follow Anula Primary School's procedure for the use of personal digital devices.

Adults from the school community must model the behaviours to ensure a consistent approach across the school's educational environments.

The school community, including school staff, parents and students, are responsible for protecting the safety and wellbeing of all when using personal digital devices and online or electronic communication.

Anula Primary School accepts no responsibility for any digital device owned by students and brought into the educational environment. Examples include:

- lost, missing or damaged personal digital devices in the educational environment.
- students who lose or cannot locate their personal digital devices while travelling to and from the educational environment.

Personal digital devices found at Anula Primary School should be handed to the front office reception.

Acceptable Use

In line with Anula Primary School's switched off and securely stored procedure, the following is considered acceptable use:

- students will display courtesy, consideration and respect for others whenever they are using digital devices.
- students will not disrupt the normal routine of the school and personal digital devices will be switched off, on silent, securely stored or any other way determined by the school during school time.
- students will activate 'aeroplane mode' on their smart watches, and other similar devices, disabling the sending or receiving of phone calls and messages during school hours which could cause disruption to student learning.
- students must use the various functions of personal digital devices, for example, cameras, internet, music and video players, appropriately and only display acceptable images.
- when not in use, personal digital devices will be securely stored in the front office.

Unacceptable Use

In line with Anula Primary School's switched off and securely stored procedure, the following is considered unacceptable use:

- students with personal digital devices must not engage in personal attacks, harass another person or post private information about another person, take or send photos or objectionable images or engage in phone calls or cyberbullying through online or electronic communication.
- personal digital devices are not permitted to be taken to school camps, excursions or other school organised functions. If the school camp, excursion or function does not involve the students returning to school, which would inhibit them from collecting in their handed in device, permission is granted to the student to hand in their device to their teacher who will keep the device and return it to the student at the cessation of such event.

Consequences

Students using personal digital devices inappropriately at Anula Primary School will face consequences and disciplinary action, decided by the principal.

Monitor and review

Anula Primary School will monitor the effectiveness of its switched off and securely stored procedure and will conduct periodic reviews. Anula Primary School, as directed by the principal, will communicate and consult with the school community when reviewing or changing its procedure for the use of personal digital devices.

Personal digital devices at Anula Primary School

School procedure and acceptable use form

Parent and student acceptable use sign-off

Schools are responsible for maintaining adequate records and must keep the signed parent and student acceptable use sign-off section of this form for their records.

Anula Primary School Personal digital devices in educational environments procedure			
Consultation completed	<input checked="" type="checkbox"/> Y/N	Date	25/10/2022
School representative body endorsed	<input checked="" type="checkbox"/> Y/N	Date	25/10/2022
Principal approved	<input checked="" type="checkbox"/> Y/N	Date	25/10/2022
Review date	December, 2027		
Parent and student sign-off			
<p>I have read and understand the switched off and securely stored procedure for the acceptable use of personal digital devices at Anula Primary School.</p> <p>I acknowledge that if my child brings personal digital devices to school, they must not be accessed at any time during school hours and must be electronically or physically secured, in line with the school-based procedure on switched off and securely stored use.</p> <p>I understand that my child will be responsible for ensuring that all personal digital devices are used appropriately and correctly while under the school's supervision, and that the responsibility for the personal digital device is mine and my child's.</p> <p>I understand this form will be kept on file at the school.</p> <p>For a child living independently, as defined under section 10 of the <i>Education Act 2015</i> (NT), no parent signature is required and the child living independently accepts responsibility for the above.</p>			
Parent name			

Parent signature		Date	
Student name			
Student signature		Date	
Exceptions			
The principal of Anula Primary School and the parent of a student or a child living independently attending the school, have a negotiated arrangement in place relating to the use of personal digital devices in the educational environment.			
Arrangement details:			
Signature of principal			
Name of parent or child living independently			
Signature of parent or child living independently		Date	
Student name, if not a child living independently			