

RE: Implementation of Personal Use of Communication Devices in ACT Public Schools Policy

As part of our commitment to ensuring a safe and conducive learning environment, we would like to bring to your attention the following policies and procedures regarding the use of electronic devices on school grounds. The policy will take effect from the first day of term 1, 2024.

The policy means that students may not use or access their personal electronic device at all during the school day unless they have an explicit exemption.

A copy of the [Personal Use of Communication Devices in ACT Public Schools Policy](#) can be accessed on the Education Directorate's website.

Device Responsibility

We ask that students do not bring their communication devices to school. If students do bring their devices to school, the responsibility for these devices rests solely with the students. The school cannot be held accountable for any loss or damage that may occur while the devices are on school premises.

Device Storage

Students with an exemption or those who require their device before or after school will 'check-in check-out' from the front office. Check in must occur prior to 9am when classes start and collection from 3pm.

Alternative Contact Means

In case of urgent matters that arise during the school day, students have the option to contact their primary caregivers through alternative means. The school office serves as the primary point of contact, 6142 1500 or via email info@ngunnawalps.act.edu.au.

Behavioural expectations

The school's student management framework emphasises Positive Behaviour Intervention and Support (PBIS) principles, focusing on teaching and reinforcing Positive Behaviours for Learning (PBL) Expectations. In the case of students breaching the ACT Education Directorate's Personal Use of Communication Devices in ACT Public Schools Procedures and/or the Acceptable Use of ICT agreement with a mobile device:

1. **The student will be asked to hand in their communication device and this will be stored in a secure location.**
2. **Parents will be asked to collect the mobile device at their earliest convenience.**
3. **Should a student refuse to comply with the request, staff will follow the school's process for non-compliance.**



**NGUNAWAL
PRIMARY SCHOOL**

Phones

BE SAFE

- We are safe online citizens.

BE RESPECTFUL

- We keep our phones at home.

BE A RESPONSIBLE LEARNER

- We are accountable for our actions.
- Our phones stay at home to minimise distractions.

ACT

PBL Expectations

<p>Students</p>	<p>SAFE</p> <ul style="list-style-type: none"> We are safe online digital citizens. <p>RESPECTFUL</p> <ul style="list-style-type: none"> We keep our phones at home. <p>RESPONSIBLE LEARNERS</p> <ul style="list-style-type: none"> We are accountable for our actions. Our phones stay at home to minimise distractions.
<p>Staff</p>	<p>SAFE</p> <ul style="list-style-type: none"> We teach online safety skills and strategies to seek help. <p>RESPECTFUL</p> <ul style="list-style-type: none"> We remind students to keep phones at home or at the Front Office during the school day, so learning is not disrupted. <p>RESPONSIBLE LEARNERS</p> <ul style="list-style-type: none"> If required, we organise for communication for students throughout the school day.
<p>Parents</p>	<p>SAFE</p> <ul style="list-style-type: none"> We monitor our child/children's access to technology/mobile devices/social media. <p>RESPECTFUL</p> <ul style="list-style-type: none"> Reinforce that phones are not to be brought to school. Contact our children outside of school hours, or the Front Office if during the school day. <p>RESPONSIBLE LEARNERS</p> <ul style="list-style-type: none"> Parents support the Education Directorate's position on mobile devices by ensuring phones stay at home. Students' phones stay at home so they can learn in a distraction free environment.

Exemptions

Parents can apply for exemptions in writing, which will require the principal's approval and are limited to exceptional situations. The exemption application must include supporting evidence, such as medical advice from a doctor, psychologist, or physical therapist, or a statutory declaration detailing significant personal circumstances.

Supporting documents must explicitly state how and why the mobile device is needed. Examples of these circumstances include responsibilities as a young carer for a parent or family member or caring for an unwell family member. Parents/carers can apply for an exemption by submitting an ACT Education Directorate Exemption Request form to the school via email on: info@ngunnawalps.act.edu.au

[New mobile phone policy for ACT public schools - Education](#)

Canteen Purchases

Exemptions will not be approved for canteen payments. Alternative payment options for the canteen such as cash or card should be used or preordering using Flexischools.

Review and Improvement

To ensure the effectiveness of these policies and identify areas for enhancement, our school will review device storage, and communication protocols and implementation procedures. This ongoing evaluation aims to refine our practices and ensure their alignment with the evolving needs of our school community.

We encourage you to familiarise yourself with these policies and actively participate in promoting a secure environment conducive to learning.

Thank you for your cooperation and support in maintaining a positive educational experience for all our students.

Sincerely,

Rebecca Turner
Principal
Ngunnawal Primary School
