



Student Personal Devices

Wembley Downs Primary School

Personal Devices Policy – Information for Parents

Definition of Personal Devices

For the purposes of this policy, personal devices include:

- Mobile phones
 - Smartwatches
 - Tablets/laptops
 - Wearable devices (e.g., Apple Watch, Fitbit, Spacetalk, vTech) with SIM cards, internet, Bluetooth/Wi-Fi, or image/audio recording capabilities
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Purpose and Rationale

While mobile devices can be valuable tools for learning and safety, their use during school hours must be carefully managed to ensure a safe, focused, and respectful learning environment.

This policy outlines expectations for responsible use of personal devices at Wembley Downs Primary School (WDPS), including excursions, camps, and other school-supervised activities.

Responsibilities

Parents and Caregivers:

- Read and discuss this policy with your child.
- Decide whether to provide your child with a personal device.
- Understand that WDPS does not accept responsibility for loss or damage to devices.
- Manage any out-of-school cyberbullying issues.

Students:

- Follow the guidelines in this policy.
 - Hand devices to the classroom teacher at the start of each day.
 - Keep devices turned off and out of use during school hours.
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Acceptable Use at School

- Personal devices must be switched off and handed in to the class teacher between 8:30 am and 3:00 pm.
- Devices may only be used with explicit permission from a school administrator.
- Parents needing to contact their child during school hours should call the school office.
- In exceptional cases, parents may arrange specific communication protocols with administration.
- Devices must never be used to photograph, record, or share images/audio of others without their consent.

Cyber Safety and Bullying

- WDPS does not operate a Bring Your Own Device (BYOD) program.
- All student learning devices are school-managed with controlled internet access.
- Cyber safety is taught as part of the ICT curriculum and Protective Behaviours program.
- Cyberbullying is not tolerated and may be considered a criminal offence.
- Refer to:
 - WDPS Behaviour Engagement and e-Safety Policies
 - eSafety Commissioner- <https://www.esafety.gov.au/>

Loss, Damage, and Security

- WDPS does not take responsibility for lost, stolen, or damaged personal devices at school or during transit.
- Devices should be:
 - Clearly labelled
 - Password/PIN protected (not shared)
 - Set with identifiable contact details
- If lost or stolen, parents should notify their mobile provider to deactivate the SIM card and block the device.

Unacceptable Use – Consequences

Refer to the Positive Behaviour Policy for more details.

Examples of unacceptable use:

- Using devices during school hours without permission
- Recording others without consent
- Sharing inappropriate content

Consequences include:

- Immediate reporting to school administration
- Parent contact
- Possible withdrawal of permission to bring the device to school