



# Galston Public School

## Portable Digital Device Procedures and Guidelines

2024

Portable digital devices include but are not limited to:

- Mobile phones
- Smartwatches
- iPods/iPads
- Mp3 players
- Personal media devices including gaming devices
- Digital cameras
- Netbooks, notebooks and laptops

Galston Public School is lucky enough to have iPad devices and laptops used throughout the school to enhance learning, wellbeing and educational attainment.

As a result the following applies:

1. Galston Public School recommends that students do not bring any of the above personal devices to school.
2. The **only exception** is for students who need to carry a mobile phone due to travel arrangements or other accepted safety reasons.
3. Parents with an urgent need to contact their child during the day should contact the school office and appropriate steps will be taken to pass on the message.
4. Galston Public School will take no responsibility for damage, loss or theft of any personal devices.
5. Students are expected to use devices responsibly and notify teachers if any inappropriate content or images appear on devices they are using. Inappropriate use may result in loss of technology privileges in consultation with parents for a period of time.

Students who bring mobile phones to school **must** adhere to the following procedure:

- Phones will be labelled with the child's name, switched on to silent and handed in at the office upon arrival at school before 8:55am.
- Phones will be collected after school finishes at 3:00pm from the office.
- Phones will be stored securely for the duration of the day.