

ONLINE SERVICES

Dear Parent / Carer,

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

Both forms should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the [Freedom of Information Act 1992](#). (www.foi.wa.gov.au)

You should also be aware that general internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Yours sincerely

Natasha Doyle
Principal

STUDENT MOBILE PHONES IN SCHOOLS

Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

It is important to note that it is not a requirement at Warriapendi Primary School for students to have a mobile phone at school.

Warriapendi PS recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Warriapendi PS.

Conditions of Use

- The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times. Students are not permitted to have mobile phones in their possession during the school day.
- Mobile phones must be switched off and taken to the administration office before the school day begins and collected at the end of the school day. Students will need to sign in and out their mobile phones at the administration office. Warriapendi PS will securely store student mobile phones during the school day.

Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone:
 - to monitor a health condition as part of a school approved documented health care plan; or
 - under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- While at Warriapendi PS, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration.

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the *School Behaviour Management Policy and Procedures*.
- Students who do not comply with this policy will have their mobile phone confiscated and held at the administration office. The parent/carer will be informed and requested to collect the mobile phone at their earliest convenience.

Further Guidance

For the purposes of this policy, 'mobile phones' includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds.