

7/3/24

## Mobile phones and Personal Devices at KOSHC

It is accepted that personal devices (**mobile phones, smart watches, tablets**) are an intrinsic part of today's society and as such when used appropriately, can provide a valuable source of communication.

### Positive aspects of this form of communication are:

- Ability to communicate with parents regarding changes to arrangements
- Enhanced safety and feeling of security

### Some issues of concern are:

- Theft
- Accidental damage
- Inappropriate use and prank calls

With this in mind the staff and management of Kapunda OSHC have adopted the school policy with regard to personal device use for children attending our service.

Children will not be able to access their personal devices at any time during OSHC hours, unless they have received an approved exemption from the service to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

## Procedure for Personal Devices at KOSHC

### Storage of personal devices at OSHC

Children will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of personal device, such as smartwatches.

Upon arrival at the service, children will give their personal devices to a senior staff member to be locked in the office until the child/ children are collected from KOSHC. This applies to all sessions at KOSHC (before/after school and vacation care)

### Exemptions

#### Exceptional circumstances

Individual children may have extenuating reasons for needing access to their personal device in KOSHC, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a child with English as an additional language

- the child has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the service if you need to request an exemption due to exceptional circumstances. These requests will be considered by the director on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care plan as appropriate.

### **Responsibilities:**

#### **OSHC staff**

- Make sure that any child's personal devices handed in for their care are stored in a secure location and are returned.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.

#### **Children**

- Switch all personal devices off, or into flight mode, on arrival at KOSHC each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify an KOSHC educator as soon as possible if feeling unwell or experiencing any other issues at KOSHC.

#### **Parents**

- Encourage their child not to bring a personal device to KOSHC unless necessary.
- Use the services formal communication channels (OSHC landline or mobile phone) in all instances to communicate with staff or to contact their child during school hours (including where a student requires early collection from KOSHC). Encourage their child to always report to an OSHC educator in the first instance if they become unwell or experience an issue at KOSHC.

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