25 January 2024

Dear parents & carers,

**Implementation of Personal Use of Communication Devices in ACT Public Schools Policy**

I hope this letter finds you well. 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](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/Computers_Devices-and-Internet/internet-and-online-communication-services/personal-use-of-communication-devices-in-act-public-schools-policy2) can be accessed on the Education Directorate’s website.

**Device Responsibility**

We prefer that students do not bring their devices to school. If students do bring their devices to school, the responsibility for these devices’ rests solely with the student. The school cannot be held accountable for any loss or damage that may occur while the devices are on school premises. If there is a need to bring a mobile phone to school, it should be switched off before entering onto school grounds and placed in a school bag. At 9.00am the phone is to be handed in to the classroom teacher or kept in a school bag and is not to be used during the day.

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. If a parent, carer or guardian needs to make urgent contact with their child during the school day, the school office staff should be contacted. The message will be immediately passed to the appropriate person.

**Behavioural expectations**

The school's student management policy emphasises Positive Behaviour Intervention and Support (PBIS) principles, focusing on teaching and reinforcing Positive Behaviours for Learning (PBL) expectations of being responsible, safe and respectful. Students are expected to comply with these behavioural expectations, and non-compliance will be addressed in accordance with the school's disciplinary procedures outlined in [Chapman Primary School Safe and Supportive school’s policy.](https://www.chapmanps.act.edu.au/our_school/a-z_parent_information?result_336969_result_page=S)

**Exemptions**

Parents/carers can apply for an exemption by submitting an ACT Education Directorate Exemption Request form to the school or via email on: chapmanps.info@ed.act.edu.au

**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.

Yours faithfully,

James M. Barnett

Principal