



Primary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, camp or during school hours.

Mobile phone use for primary school students

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling so that parents / caregivers can contact them outside of school hours.
- During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

Storage of personal devices

- Student mobile devices will be placed in a lockable cabinet or drawer at the start of the school day and returned at the end of the school day.

If the student does not comply

- If a student will not hand their phone in then leadership will be called to request the student hand phone to them.
- If a student does not hand their device to leadership, parents / caregivers will be notified and asked to collect the phone.
- If a student gives the phone to leadership, leadership will keep the phone in their office until the end of the school day. Leadership will communicate to parents/caregivers that it has been confiscated.

Roles and responsibilities

Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff, and families
- there is a process for regular review of the policy.
- secure storage is provided for student personal devices that are handed in to school staff.
- processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Consider requests for exemptions from the policy from parents on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions. These exemptions may include medical reasons for mobile phone use.

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.



School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.
- School staff may access their mobile phone during recess/lunch yard duty in the event of an emergency. Staff may use their personal device for work related tasks, such as checking Class Dojo/Google, during an excursion and/or camps checking UV apps / parent messaging / timers / songs.
- Teachers/SSOs may use their personal mobile phone camera. However, photos must be transferred to a work computer within 24 hours and deleted from their personal device.
- Except in urgent or exceptional situations, electronic devices including 'SMART' watches need to be switched off or put on 'silent' mode.

Students

- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.
- 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.
- If a student does not hand their personal device to the teacher to be locked away (and the teacher is unaware of the phone being at school) the school takes no responsibility for the loss or damage to the personal device.

Inappropriate Use

Inappropriate use of electronic devices includes bullying, intimidating or otherwise harassing other people through any SMS or text message, photographic, video or other data transfer system available on the device. Photographs that are taken must not be uploaded to social media of any form without the permission of those involved.

Our school's Cyber-safety and ICT User Agreement will be enacted (including issues occurring out of hours) when inappropriate use of an electronic device:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- threatens or is likely to threaten the safety or wellbeing of any person and is in breach of any law.

It should be noted that it is a criminal offence to use a mobile phone or related electronic device to offend, harass or bully another person. The school may consider it appropriate to involve the Police and provide collected devices for evidence.



Parents / Caregivers

- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

Communication and review

- The Well-being committee (comprising of half the teaching staff) met twice during term 2 to discuss the mobile phone and personal device policy.
- All staff were consulted during a staff meeting.
- The policy was approved by Governing Council on 24th June 2021
- The policy will be on the website for families to access.
- The policy was put in the school newsletter Term 3 week 3
- Year 5 – 7 classes also shared the policy on the Class Dojo page.
- The policy will be reviewed by the Governing Council biannually.

Supporting information

Other policies can be found on the school website, such as;

- School Behaviour Education Policy
- Anti-harassment Policy
- Cyber Safety Policy

Endorsed by Governing Council: June 2021
To be reviewed by Governing Council: 2023