

PRIMARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES

Updated and endorsed by Governing Council in May 2023

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 mobile phones, 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, 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 can contact them outside of school hours.

During the school day (8:35am-3:10pm) 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

Mobile Phones/ Smart Watches will be locked in a safe, for rooms with a safe (mainly upper primary classes), and all other classes will need to lock their phone or watch in the Front Office safe at 8:35am and collect after 3:10pm.

Laptops will be locked in classroom at recess and lunch times and are not able to be used during this time, unless students are directly supervised by a teacher.

If the student does not comply

In the instances of non-compliance with the policy by a student, the school will take the following steps in response: e.g. misuse of personal devices may result in disciplinary action which includes but is not limited to...

- 🕒 **1st offence** - Non-compliance to place phone/ smart watch in the designated safes or using them during school hours will result in a formal warning from the teacher. The classroom teacher will make contact with the child's family. The student will be asked to hand in their device to be placed in the locked safe in class or Front Office. The device will be returned to the students at the end of the school day, 3:10pm.
- 🕒 **2nd offence** - Non-compliance to place phone/ smart watch in the designated safes or using them during school hours will result in time spent with a member of leadership staff to discuss the issue. Leadership staff will contact the child's family. The student will be asked to hand in their device, to be placed in the locked safe in class or Front Office. The device will be returned to the students at the end of the school day, 3:10pm.

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- 3rd+ offence - Non-compliance to place phone / smart watch in the designated safes or using them during school hours will result in an office time out. Leadership will contact the child's family and organise a meeting to discuss this breach of the policy. The phone / smart watch will be handed in to leadership staff and placed in the Front Office safe and returned to the parent / caregiver at the end of the school day, 3:10pm.

Depending on the type of behaviour associated with the breach, the student may have also broken the ICT User Agreement and have relevant consequences applied as outlined by that agreement. Serious behaviour involving digital devices (bullying, illegal activity) will be directed immediately to leadership staff for their consideration and action.

Roles and responsibilities

Principal (and leadership staff)

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
- access to secure storage (safes) is provided for student personal devices that are handed into school staff and that storage is appropriately secure.
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the policy and respond 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.

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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom.

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.

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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.

Parents

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

This policy and consequence consultation have been undertaken with the student body, Governing Council and school staff regarding use of mobile phones and smart watches during school hours.

This school policy is held within our school hardcopy policy folder – kept in the Principal's office, as well as a digital copy for families accessible through the school's website.

The policy will be reviewed bi-annually, through the normal policy review cycle, in years that end in an odd number.

Supporting information

This section and policy links to other policies and procedures that may interact with your local policy on student use of mobile phones and personal devices such as:

- Behaviour Support Policy
- School Anti-Bullying Policy
- BYOD User Agreement
- ICT User Agreement