



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 (BYOD) 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 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

At the beginning of each day, students are reminded to ensure that their mobile phones are stored securely in their school bags. Parents are encouraged to provide a small lock for the zipper of the bag that stores the student's phone.

For continual breaches of this policy, some students are required to hand in their personal device to the front office to be securely stored for the day and collect it at the end of the day.

If the student does not comply

Inappropriate use where a criminal offence has been committed, the Principal is bound by law to involve the police.

Instances of non-compliance to this policy or misuse of personal devices will result in a warning and the device will be confiscated and securely stored at the front office where it can be collected after home time.

A second offence of non-compliance or misuse will result in a re-think and the device will be confiscated and securely held at the front office where parents/caregivers will be notified to collect.

Should a third offence occur, the device will be confiscated and securely held in the front office where parents/caregivers will be notified to collect. The agreement to bring the device to school will be withdrawn and the behaviour management plan will be initiated which may result in suspension.

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
- ensure all students bringing a phone/device have a permission form signed by their parents/carers
- 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.

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.

Does not accept responsibility for replacing lost, stolen or damaged devices either at school or while travelling to/from school.

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.

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.

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.

Responsible for their device.

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

Goolwa Primary School Mobile Phone policy (which banned the use of phones in school and required students to store phones in their bags) was reviewed and ratified by Governing Council in 2018. This updated policy was reviewed by staff through the School Improvement Team, by students through class meetings and SRC and by parents through Governing Council.

This policy can be accessed on the school website and in administration files. It is provided to all new families in our enrolment pack.

Policy will be reviewed every 2 years or as changes are required.

Supporting information

Acceptable Use Agreement: Mobile Phones and personal digital devices (Appendix A)

Ratified 22/02/2012

Reviewed Sep 2018

Reviewed May 2021

Approved 8/9/2021

ACCEPTABLE USE AGREEMENT MOBILE PHONES AND PERSONAL DIGITAL DEVICES

Device type _____

Mobile Phone Number _____

Brief Description of Device _____

PERMISSION

- I have read and understood the Mobile Phone and Personal Digital Device Policy.
- I understand that the school accepts no responsibility for my child having a Mobile Phone or PDD at school.
- I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party if necessary) to assist in identifying the phone should the need arise (eg if lost or if the phone is being used inappropriately).
- I give my child permission to carry a Mobile Phone or PDD to school and understand that my child will be responsible for ensuring that the mobile phone or PDD is used appropriately and correctly while under the school's supervision.

I _____ (parent/caregiver print name) agree to the principles and consequences of the Mobile Phone and Personal Digital Devices policy.

Parent Signature _____ Date _____

I _____ (student print name) agree to always act in a manner that is respectful to myself and others, and to act appropriately and in a moral and ethical manner, and agree to the principles and consequences of the Mobile Phone and Personal Digital Devices policy.

Student Signature _____ Date _____

Principal Name Louisa Guest

Principal Signature _____ Date _____

If you have any comments or suggestions, please add below or contact the Principal.
