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Primary student use of mobile phones and personal devices v.1 25.5.21

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, 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 in their school bags/in student bag spaces outside of classrooms 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 are brought to school at entirely the owner's risk. The school will investigate allegations of theft, but cannot be held responsible for damage or loss due to student breach of the policy.

Student mobile phones must be turned off and kept in the student's school bag throughout the day.

If the student does not comply

Students breaching the policy will be instructed to pass the phone to the teacher or leadership member for the rest of the day and parent/carer will be contacted.

If a student continues to breach the policy, the phone will be confiscated from the student and the parent will be asked to collect the phone from the leadership team.

Multiple breaches may result in the student being banned from bringing their device onto school grounds or alternative arrangements for the phone to be handed in at the front office in the morning and collected in the afternoon if parents/carers require their child to have access to it before and after school.

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 as requested if policy has been breached.
- 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.

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.

Personal mobile devices are to be switched to mute or discrete during class teaching and learning periods and during scheduled school meetings.

All mobile devices are to be switched to mute or discrete when in public areas, including interviews, meetings and classrooms.

In an emergency situation staff are to inform the Principal/Leader that their phone is on and they may need to answer at short notice.

Mobile phones are to be taken when leaving the classroom with the class in the event that the Front Office needs to contact them.

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.

Mobile phones are brought to school at entirely the owner's risk. The school will investigate allegations of theft, but cannot be held responsible for damage or loss due to student breach of the policy.

Student mobile phones must be turned off and kept in the student's school bag throughout the day.

As phones are to be turned off at school, they cannot be used as music devices.

Mobile phones are not to be taken into the school yard.

If a parent/carer needs to be contacted, this will be done via an adult, students ARE NOT permitted to use personal mobile phones to contact parents.

Mobile devices are not to be taken on excursions or camps.

Students are not to give out personal details/numbers of another person without permission from the person.

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.

Ensure inappropriate material is not stored on the phone.

Parents are not to contact students during the school day by mobile phone. If parents need to urgently contact their child they should follow normal procedure and phone the Front Office. Students will then be contacted and supported as necessary. Students are not to make phone calls without teacher permission.

Parents and Visitors

All users are to switch their devices to mute or discrete when in public areas, including meetings, interviews and classrooms.

All parents and visitors are to take and make mobile calls outside of teaching and learning areas.

Communication and review

This policy was ratified by the Governing Council on: 26/6/20 and will be reviewed as part of the Hackham East Primary School review cycle and in the event of any incident which may prompt a review of the policy.

This policy will be shared with staff, students and parents/carers. The policy agreement below will need to be signed by students and parents/carers and returned to school before students will be able to bring mobile devices to school.

Supporting information

Other Policies/Guidelines that support our local policy on student use of mobile phones and personal devices include:

- Hackham East PS School Behaviour Code Policy and Procedure
- Hackham East PS anti-bullying policy
- Hackham East PS ICT user agreements that are included in the school enrolment procedure.

Anti-Bullying/Anti-Harassment Policy 2020

Retain the above section at home.

Please return this section to your child's classroom teacher. (Teachers please return this to front office)

Student and Parent Agreement:

I agree to follow the processes outlined in the Mobile Device Policy at Hackham East Primary School. We agree that if there is a breach of the policy, students may lose the right to bring a mobile device to school.

Student Name: _____

Parent Name: _____

Student Signed: _____

Parent Signed: _____

Student Class: _____

Date: _____

