

Primary Student use of Mobile Phones and Personal Devices Policy

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.

If a parent/guardian requires their child to bring a mobile phone to school they are required to fill in a permission to have a mobile phone at school form. During the school day students are not permitted to access or use their mobile phones or other personal devices including smart watches with call capabilities. 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. Please note that devices must not be used on school grounds unless they are under the guidance of a school staff member eg student ringing a family member under the direction of a yard duty teacher because of a late pick up.

Storage of personal devices

After the permission to bring a mobile phone to school form has been returned, students who are required to bring personal devices must hand them to the front office as soon as they arrive at school. Devices will be stored securely in the office for the duration of the school day.

Devices can be collected after the end of day bell,

If the student does not comply

- consequences in line with the school behaviour management and Digital Device Use will be enforced
- staff will confiscate devices if seen during the school day. Devices will then need to be collected from the Front Office at the end of the day. Parents/caregivers will be contacted and made aware of the incident. If a mobile phone is confiscated on a second occasion, parents will be asked to come to the school to collect the phone and discuss the need for their child to have a phone at 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
- 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.



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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.

Hand their mobile phone to the Front Office as soon as they arrive at school and collect the device after the end of day bell.

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.

Ensure a permission to bring a mobile phone form has been completed and returned to school

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

- consultation has been undertaken with students and the broader school community to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy, and how consultation will occur when it is time to review these local decisions and ensure community members are aware of the policy requirements
- this policy can be accessed via the school website and
- this policy will be reviewed by 19/5/2024

Supporting information

- Digital Device User Policy and Agreement
- Permission to have a Mobile Phone form
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