



# 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, during school hours.

For the purpose of this policy, a personal device is defined as:

- A mobile phone,
- A smartwatch,
- A gaming device,
- Or any device with cellular capacity.

## 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.

Contact between students while they are at school and their parents/carers should occur through the school office on 86282104. Office staff will ensure messages are then communicated to students.

## Storage of personal devices

If and when students have to bring mobile phones to school, then the student will need to hand in the device to the front office where the device can be securely stored in a dedicated filing cabinet in the front office area of the school.

## If the student does not comply

If a student is discovered using a personal device in school hours it will be taken to the front office and a note sent home to parents.

On the second offence in a term, parents will be asked to collect the device from the front office and not send it to school for the remainder of the term.

Teachers and staff are encouraged to approach this ban in a positive and constructive way, in their interactions with students.

There is no need for conflict - any pushback should be immediately referred to the principal or deputy principal.

## 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
- to inform students that they are responsible for providing locks for the lockers assigned to them.
- 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.

## **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 has been developed at the direction of the Governing Council and in cooperation with the SRC, in response to school and community concerns identified through detailed surveys.

- The policy will be reviewed on a bi-annual basis
- The Governing Council, the Principal with the Leadership Team will consult via, Dojo, email and hard copy survey sheets to review the policy.
- This policy is accessible through the Cleve Area School website.