



# 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.

## 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

Each of the classes where it is known students have mobile phones are supplied with a mobile phone bag. Students place their phones in this bag which is then taken to the front office for safe storage. The phone bag is then collected at the end of the day and returned to the class so students can collect their devices.

## If the student does not comply

Where students have not complied with the school policy, in the first instance the phone will be requested from the student and then stored in the phone bag with the rest of the class phones. A reminder of the phone policy will be verbalised and a warning of consequences should there be future breaches.

If the policy is breached again the phone will again be collected and returned to the phone bag and parents will be contacted for support. A consequence will be negotiated between the school and parents. The

consequence could be the confiscation of the phone by the parent, or it could be that the student needs to present the phone to the front office each day for a week. A variety of consequences will be considered.

If students refuse to surrender the mobile phone, parents will be contacted for support and to arrange consequences.

If students continue to refuse to follow the school phone policy ultimately play time, class time can be spent in the front office or in extreme cases a suspension. In all stages communication with parents will be key in settling disputes around students and the use of their mobile devices.

## 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 through the school phone bags which are then stored in the main administration office until the end of the day.
- 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**

- Use of mobile phones is explained at enrolment with parents and students. The mobile phone policy will be explained regularly in the school newsletter and discussed with students on a regular basis.
- The school's mobile phone policy can be accessed from the school's website
- The phone policy will be reviewed annually or as need be.

## **Supporting information**

- Craigmores South Primary school Behaviour Policy
- Craigmores South Primary School anti-bullying policy
- ICT user agreements.