

## 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 authorised classroom learning devices purchased by the school. This policy applies while students are at school, or attending an authorised school activity such as an excursion or camp.

## 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

Students are required to switch phones off before they enter the school grounds and hand their mobile phones to their class teacher at the beginning of each day. The Front Office administration has a locked area available for student phones as an alternative. The teacher will arrange for a suitable storage of the device, with all devices to be collected by children at the conclusion of the school day. Phones may be switched back on once children are no longer on school grounds. *Please note the school does not assume responsibility of misplaced or broken mobile devices during this time.*

## Non-compliance of Mobile Policy.

Misuse of mobile phones will be managed in accordance with the school behaviour management policy, as deemed relevant by site leadership on a case-by-case basis. Children may have their device confiscated by leadership should there be a significant breach of the Mobile Phone Policy. In this instance, phones will be kept securely in the front office and parents will be advised of the next steps.

## Staff, volunteers and visitors on site.

It is assumed that all devices are switched off or to 'silent' during core instruction times by all adults on site. The use of personal phones by staff and visitors are to occur in break times, away from children's line of sight. Some teaching staff may occasionally use mobile phones for learning support as deemed necessary and approved by site leadership (use of Dojo, collection of learner evidence / yard duties etc). *No unauthorised photos / videos of children are to be recorded or stored on personal 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 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.

### **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**

Mobile Phone Policy available on school website and Front Office administration

Authorised by Governing Council: 28/6/21

To be reviewed, 2023.