



# 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 travelling to and from school on a departmental school bus, at school, or attending an authorised school activity such as an excursion/camp 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 may be an urgent pressing need 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.

This will be assessed by the Principal on a case by case basis and approved through an exemption.

In this situation, the student will not be permitted to access or use their mobile phones or personal devices during the school day. 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

If a student brings a mobile device to school, it will be stored in the front administration to be collected at the end of the school day. Parents/Caregivers will be contacted by the school Principal if there has not been a prior exemption lodged.

## If the student does not comply

- The device will be confiscated, and parents will be contacted to come and collect the phone/device from the front administration.
- Any form of bullying, harassment or inappropriate use of the phone will be handled in accordance with the school's behaviour management policy which could result in a suspension.

## 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 in the front administration
- 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.

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 taken to the front office for storage

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 endorsed by the staff, student voice and Governing Council of the Poonindie Community Learning Centre. It will be reviewed on a 2-year cycle.

## Supporting information

- Student use of Mobile Phones and Personal Devices Policy (Department for Education SA)
- Poonindie Community Learning Centre's Behaviour Management Policy
- Poonindie Community Learning Centre's Bullying Policy
- Poonindie Community Learning Centre's Attendance Policy

## Date for Policy Review

Endorsed by Governing Council Chair May 2021

Endorsed by Principal May 2021

Term 2 2023