



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/carers can contact them outside of school hours.

When on school grounds, between 8:30am and 3:35pm 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.

Smart watches must have the "do not disturb" function activated whilst at school and are not to be used beyond the function of a standard time keeping device.

Phones and smart watches will not be allowed on camps/excursions.

Storage of personal devices

Personal devices including mobile phones are to be stored in the student's bag or handed to the front office for secure storage. If this option is used the phones need to be clearly labelled with name and room number.

The school takes no liability for any loss or damage of mobile phones and personal devices.

If the student does not comply

Misuse of mobile phones or personal devices may result in disciplinary action which includes but is not limited to the device being confiscated. Confiscated devices will be taken to the front office for secure storage and parent contacted. Confiscated devices will remain in secure storage until they are returned to a parent/carer. Where there is a repeat of misuse or refusal to follow reasonable instruction to hand in a

device when asked, we will refer to the school behaviour management policy which may include further steps such as admin time out, internal suspension or 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.
- 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/carers 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/Carers

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

Consultation has occurred with

- students through meeting with House Leaders to discuss and seek feedback on the policy
- the broader community by invitation for feedback published in our school newsletter and with consultation and ratification with parent/carer members of our Governing Council.

The policy is accessible via the school's website <https://www.plymptonps.sa.edu.au>

When it is time to review this policy, similar levels of consultation could be expected.

This policy will be reviewed every 3 years.

Supporting information

Other policies and procedures that may interact with the student use of mobile phones and personal devices policy include:

- PPS behaviour management policy
- PPS student behaviour code
- PPS anti-bullying and harassment policy

These are on the school's website <https://www.plymptonps.sa.edu.au>

- ICT user agreement
- BYOD agreement

These agreements are signed by students and parents/carers.

Policy Dates			
Version 4			
Implemented	July 2021	Next Review Date	June 2024
Ratified by Governing Council			