



Policy Version No:	4		
Implemented:	June, 2023	Next Review Date:	May 2026
Ratified by Governing Council:	May 2023	Chairperson Principal	John Gledhill Meredith Starkey

MOBILE PHONE AND ELECTRONIC DEVICES POLICY

Purpose:

The Department for Education's **Mobile Phone and Personal Electronic Devices Policy** is designed to minimise disruptions to student learning and to support safety and wellbeing at school. It provides direction to students, staff and families about managing mobile phones and other electronic devices that students may choose to bring to school. Digital devices include, but are not limited to, mobile phones, smartwatches, iPads, wireless earbuds and 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, camp, sporting event or similar during school hours.

The departments and schools position is that students cannot use their mobile phones and personal devices at school during school hours. When on school grounds, between **8:30am and 3:15pm** 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.

Students will not be able to access their device until the end of the school day at which point they can access their phone for communication with parents/carers in relation to a meeting point if being collected.

Smart watches must have the, "**do not disturb**" function activated whilst at sc20646hool and are not to be used beyond the function of a standard time keeping device.

Additionally, phones and smart watches **will not** be allowed on camps/excursions.

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.



Research indicates an overwhelming link between technology and mental health and wellbeing within and outside of school. The presence of mobile phones and other personal electronic devices in the classroom can be a source of distraction that is detrimental to student learning.

The Department for Education has committed to banning student access to mobile phones at school across all year levels.

This is to help promote:

- Safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content and critical incidents that involve mobile phones
- Classroom environments where teachers can teach and students can learn free from distractions caused by personal use of devices.

Storage of personal devices:

Student mobile phones, smart watches and personal devices are required to be **switched off** when entering school grounds. Mobile phones are to be stored in the student's bag or, may be handed to the front office for secure storage. Additionally smart watches are to be placed into, "do not disturb" function whilst at school and are not to be used beyond the function of a standard time keeping device.

If the front office option is used, then 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.

Exceptions:

Students who require access to a personal electronic device for medical reasons may request an exemption. Each request is judged on a case-by-case basis and approved by the Principal.

If a 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 and will remain in secure storage. Parents/carers will be contacted and confiscated devices returned to the parent/carer.

If a student does not comply with a request or, refuses to follow reasonable instruction to hand in a device when asked, will be dealt with through the schools behaviour management policy.



Roles and responsibilities:

Leadership Team

Will ensure:

- That the implementation of this policy is clearly communicated and accessible to all students, staff, and families.
- There is a process for regular feedback and review of the policy
- Secure storage is provided for student personal devices that are handed in to the Front Office.
- 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

Will:

- Take steps to minimise distractions from the non-educational use of personal devices in the 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 stored in a secure location and are returned to the student (or their parent/carer)
- 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

Will:

- Comply with the requirements of the school's policy and follow all reasonable directions from the Leadership 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

Will:

- Support the implementation of the school's policy, including the consequences for non-compliance
- Use the school's communication channels (email or phone call) to communicate with the school (including where a student requires early collection from 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 the Governing Council.

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

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
- ICT user agreement
- BYOD agreement

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