



## **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**

- Mobile phones and personal devices must be turned off and/or muted and checked in at Student Services or Front Office (location may vary from campus to campus) as soon as a student enters the school grounds. They will be held there for the remainder of the day. The staff will secure the phone or other device, and the student's name will be recorded against the phone or other device. The phone or other device will be signed out to the student at the end of the school day

## **IF THE STUDENT DOES NOT COMPLY**

- Any student caught with their phone or other device out during a lesson or school day will be given one warning. The phone or other device will be confiscated by a leader or classroom teacher, taken to Student Services or Front Office, and checked in. Parents will be contacted, and the phone or other device will be returned to the student at the end of the school day as per the policy
- Should the student incur a second phone or other device confiscation, the appropriate leader will contact the parent via a phone call or letter advising them of the second confiscation, what the consequences are if the phone or other device is confiscated again and that they will need to come in to collect the phone or other device
- Further breaches will result in EFS behaviour management consequences e.g., suspension, exclusion applying

## **ROLES AND RESPONSIBILITIES**

### **Principal or Head of Campus**

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

#### **In any instance, where a criminal offence is committed, the school is bound by law to involve the police.**

Where it is believed a criminal offence has been committed the phone or other device will be confiscated by a leader or teacher and student's parent or carer informed. Permission to view the contents of the phone or other device may be sought by the school or SAPOL from parents where appropriate. Arrangements would then be made for the parents or police to collect the phone or other device.

#### **Theft or damage**

The school accepts no responsibility for replacing lost, stolen or damaged phone or other device either at school or while travelling to and from school.