



# ELIZABETH NORTH PRIMARY SCHOOL

## Mobile phone and personal device Policy



Related policies, procedures, guidelines, standards, frameworks	- Student use of mobile phones and personal devices policy
Approved by:	Governing Council
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# Elizabeth North Primary School

*Our vision is to inspire a community of learners to achieve personal greatness.*

## Student use of mobile phones and personal devices

### Purpose

This policy provides direction to students, staff and families about managing personal 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 when at school and on school grounds. 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 on school grounds. 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

All mobile phones and personal devices must be turned off as students enter the school grounds. Upon entering their classroom the device must be handed to the teacher who will store it securely in a cupboard or drawer in the room. Please note that the teacher and the school will not take responsibility for the mobile phone or device if it is brought to school.

### If the student does not comply

The student will be given the opportunity to comply with the request to turn off the device (before or after school) or hand it to their teacher. A second request to turn off the device or hand it to the teacher will be made if the first request is not followed. If the student continues not to follow the request then either of the following will occur:

- the mobile phone or device will be confiscated from the child and stored with a member of the leadership team. It will either be returned to the student at the end of the day or a parent will be contacted to collect it.
- a parent /carer will be contacted by either the teacher or member of leadership. This could lead to the parent speaking with their child on the phone with the aim of informing the child to hand the phone to the teacher or the parent coming to school and taking the phone home, if this does not occur.

### 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.

Respond to the school's request to come and collect the device of their non-compliant child

## **Communication and review**

This policy has been developed in consultation with the Governing Council, school staff and through the student parliament.

The policy will be made available through the school's website alongside of other policy statements, which include the behaviour education and anti-bullying policies.

The policy will be reviewed biannually.

