



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 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 or 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 once they arrive to school each day. They will not be able to access their device until the end of the school day.

Parents/Carers will need to complete the attached consent form and return it to the school office **BEFORE** their child/children brings a mobile phone/personal device to school. There needs to be a separate consent form for **EACH** child. The reasons for bringing a mobile phone/personal device to school will need to be approved by the Principal.

Storage of personal devices

1. On arrival at school the student will switch off and sign their **CLEARLY NAMED** mobile phone/personal device into the office and place in a collection tray.
2. Students can collect their mobile phone/personal device from the office at the end of the day.
3. Whilst the school office will secure the mobile phone/personal devices for the duration of the school day the school will not accept responsibility for damage or theft.
4. If you need to contact your child/children during school hours the Front Office remains the most appropriate and immediate point of contact. **Phone 85 723 266**

If the student does not comply

If your child brings their mobile phone/personal device to school without a consent form or fails to pass it into the office the following consequences will follow:

1. **First Offence** - Phone is turned off, handed over to a staff member, placed in the office, noted in log book. Senior Staff will contact the student's parents requesting phone to be collected at the end of the day.
2. **Second Offence** - Phone is turned off, handed over to a staff member, placed in the office, noted in log book. Mobile phone/personal device to be picked up by parents and the student cannot have their phone at school for the remainder of the term.

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 in the front office 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 phone/personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phone/personal devices 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 phone/personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phone/personal devices 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/personal device 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/personal device 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/personal device in a safe, responsible and respectful way.

Communication and review

This policy is to be uploaded onto the school's website and reviewed annually.

Mobile phone/personal device Consent Form

We/I give my child permission to bring a mobile phone/personal device to school. I have read and understood the school rules for student use and the consequences if these rules are breached.

Parent Name/s (print): _____

Parent Signature/s: _____

Date: _____

Student Name (print): _____ Class: _____

Mobile Phone Number:

Student Signature: _____

Date: _____

Reasons for your child having a mobile phone/personal device at school:

[illegible]

All mobile phone/personal devices must be clearly labelled

Approved / Not Approved

Principal signature