

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 and outside of school hours- overnight camps etc. Having a mobile device has the potential to distract from learning.

We advise all parents to discuss Internet safety at home with their children. Cyber safety concerns relating to inappropriate use of mobile phones and other electronic devices and the damage they can cause require us to take effective action to manage their use in schools. For general information about Internet safety for children and parents, including on gaming and social media platforms go to:-

<https://www.thinkuknow.org.au>

In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is distressing for children. Mobile phones and electronic devices are allowed on site but only within the guidelines of the policy as stated below.

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 are not to turn on their mobile phones until they leave the school grounds or are at the kiss and drop to check pick up from their parents.

Storage of personal devices

Mobile phones are to be turned off and stored in students' bags. The school takes no responsibility for electronic devices, they are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices. Students are not to turn on their mobile phone until off the school grounds or at kiss and drop to check pick up from their parents.

Parents are reminded that in cases of emergency to contact the front office on 8391 1194. This is the central point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

If the student does not comply

If the student does not comply, the device will be confiscated. The device will be kept in a secure location in the front office and returned to the student at the end of the day.

Second noncompliance will result in the parent needing to collect the phone. Subsequent offences will result in the phone needing to be labelled and kept securely in the front office each day. The student is able to drop off and collect.

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
- 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.

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. Students need to understand that they cannot legally give permission as they are minors.



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.

Communication and review

This policy has been developed in consultation with the Department for Education, Littlehampton Primary School Governing Council, Staff and Student Voice.

This policy will be published on our website, promoted in our school newsletter and electronic communication systems. Review of this policy will be undertaken by May 2023.

Supporting information

Littlehampton Primary School Policies
School Student Behaviour Policy (2021)
Bullying Prevention Handbook
ICT Acceptable Use Agreement & Policy.
BYO Agreement
Department for Education
education.sa.gov.au

