



## Mobile Phone and Personal Device Policy

### 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 (our school currently does not have a BYOD arrangement). This policy applies while students are at school, or attending an authorised school activity during school hours such as an excursion/camp.

### Overview

The Department for Education'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 to and from school.
- so that parents/carers 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 (including wearable devices). Students must switch off or mute their device/s 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. Students who choose to bring mobile phones or other devices to school must accept sole responsibility for their care. As with other personal items, the school is not responsible for any loss, theft or damage.

#### *Storage of personal devices*

Once students enter the school grounds, mobile phones and other devices should be switched off and not used. Prior to the first bell, students are to hand their mobile phones to the front office where they will be stored securely. Students can collect their device from the office after dismissal time.

#### *If the student does not comply*

Respectful and appropriate use of all devices is expected of every student to ensure the safety and wellbeing of everyone and to minimise disruptions to our school. Inappropriate use (eg. making/receiving calls, recording content, accessing social media or the internet) will be dealt with in accordance with our behaviour policy and ICT policy which includes, but is not limited to:

- **Confiscation:** staff will confiscate any devices that are being used inappropriately and/or not stored correctly. Students will need to collect the device from the front office at the end of the day. If the use of the phone is a significant breach of the school's behaviour expectations, a further consequence may apply.
- If a device is confiscated on a second occasion, parents/carers will be required to collect the device from school.

#### *Exceptions*

Exceptions to this policy may be applied if certain conditions are met, specifically relating to a student health condition. Parents/carers can write a request to the principal for their child to be granted approval to access their device during school time; this request would need to be supported with relevant medical documentation eg. diabetes management plan / health support plan.

## Roles and responsibilities

- Principal and 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/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. Personal mobile phones are to be set mute or discreet during meetings, interviews and teaching time, except in the case of an emergency or as arranged with the principal. Calls/messaging are not to occur during teaching time.

- Students

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

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 during school time (regardless of if they have given consent or not).

- Parents and carers

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). Please do not phone or send text messages to your child during school time; if urgent contact needs to be done, please do so via the Front Office. Encourage your 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 will be available on the school's website and is scheduled for review in March 2024.

