

Primary student use of mobile phones and personal devices

March 2021

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 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

Students who bring a personal digital device to school must **SWITCH OFF** and securely store their device;

- in the students' own school bag at their own risk
- by handing their device to their classroom teacher for secure storage for the day

To minimise disruption students are required to switch off their device before storing them away.

Students are NOT ALLOWED to access their device during the school day. Smart watches can only be used for the time function, not for sending or receiving messages.

If the student does not comply

Should a student be caught using their device during the school day the student will be required to hand their device to their classroom teacher for secure storage. The student's family will be notified of the use during school time and that the device was required to be taken from them, and returned at the end of the day.

Students who repeatedly do not comply with these usage or storage requirements will be required to hand their device to a member of the Leadership Team for secure storage during school hours. The student must then collect the device from the Admin building at the end of the day.

Parents will be contacted should the student be required to hand in their device to a Leadership Team due to persistent non-compliance of the school policy. Through family consultation a plan will be developed which will aim to achieve compliance in the future.

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.

Manage collection and distribution of mobile phones and personal devices which are handed over for secure storage.

Students

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

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.

Acknowledge that while school staff strongly recommend that students hand in their mobile phone or personal digital devices for secure storage, should a student store their mobile phone or personal digital device in their school bag, that the school is not responsible or liable for any damage or theft that may occur due to the device being stored in this manner.

Communication and review

Consultation and communication of the policy will occur with staff, students, parent community and Governing Council prior to being published. Final ratification of the policy will be approved by Governing Council.

The Magill School Mobile Phone and Personal Device policy will be accessible for all via the Magill School website. <https://www.magillschool.sa.edu.au/>

This policy will be reviewed annually.

Supporting information

The following policies can be accessed via the Magill School Website at:

<https://www.magillschool.sa.edu.au/school-information/policies/>

- behaviour support policy
- school anti-bullying policy
- ICT user agreements.

Policy Review Date: March 2022