



## Primary student use of mobile phones and personal devices policy

Ratified: March 2021

Review Date: March 2024

### 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 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

Mobile phones and personal digital devices must be handed in at the Front Office prior to school starting each morning. Phones will be kept in a named Ziploc bag and stored securely. They can be collected from the Front Office at the end of the school day.

If the student does not comply

- The misuse of personal devices may result in disciplinary action which includes but is not limited to the device being confiscated for the rest of the day, the student participating in a Rethink time during lunchtime play, communication with parents/caregivers, suspension.
- If a student's device is confiscated the device will be securely stored and returned to them (or their parent/caregiver) at an agreed time.

### 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/caregiver).

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 bring mobile phones and personal devices to school entirely at their own risk. Neither the school nor the Department for Education can accept any responsibility for loss or damage nor for investigating such.

Mobile phones and personal devices must be handed in by the owner at the beginning of every day at the Front Office and collected by the owner at the end of the day.

Abide by the School's ICT Agreement

### **Parents/Caregivers**

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.

Ensure their child/ren is abiding by the School's ICT Agreement signed by all families.

Complete a permission form for their child to bring a mobile phone or personal device to school.

### **Communication and review**

- The policy was taken to staff for consultation and approval and shared with Governing Council
- Parents/caregivers and students are aware that all mobile devices must be handed in at the front office at the beginning of every day and parents/caregivers must give written permission for their child to have a mobile phone at school.
- This policy can be accessed via the school website
- The policy will be reviewed every 3 years. Next review date: March 2024

### **Supporting information available on the school website**

- school behaviour code, behaviour support policy
- school anti-bullying policy
- BYOD policy, ICT user agreements.



**RIDGEHAVEN PRIMARY SCHOOL**

**MOBILE PHONE/PERSONAL DEVICE PERMISSION**

Student Name \_\_\_\_\_ ROOM \_\_\_\_\_

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ - to bring a  
mobile phone/personal device to school between the following dates \_\_\_\_\_  
because \_\_\_\_\_

I accept full responsibility for the phone while at school.

Signed \_\_\_\_\_ Date / /