

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, any kinds or brands of 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 or camp, during school hours or school activity.

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 to and from school.
- to enable parents to contact them outside of school hours.
- to manage an identified medical condition (this will require an exemption from the site leader).

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off 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.

Storage of personal devices

Students will:

- Students will present their devices to their teacher at the beginning of the school day.
- In order to minimise disruption to learning, all devices are to be turned off or muted before being stored.
- Collected devices will be kept in secure storage by the teacher. Each device will be stored in a bag labelled with the student's name.
- Devices will be collected by students at the conclusion of the school day.
- Only the teacher will have access to the secure storage in each classroom.

If the student does not comply

If a student is found to be in possession of a device during the school day:

- the student's device will be securely stored and will be returned to them (or their parent) at the conclusion of the school day.

If a student is found to have misused a device or breached the DfE Student use of mobile phones and personal devices policy:

- the device will be confiscated and placed into secure storage
- parents will be informed of the non-compliance with the policy
- consequences may be applied to the student according to the school's behaviour support policy.

Roles and responsibilities

Principal

Make sure:

- this policy is clearly communicated, updated regularly and accessible to all students, staff, and families through the school's website.

- there is a process for regular review of the policy
- secure storage is provided in all classrooms 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.
- Ensure the policy and procedures are up to date and aligned with DfE directions.

School staff

- Make sure that any student personal devices or related accessories are handed in for their care are stored in a secure location and are returned to the student (or their parent).
- Respond to instances of non-compliance in line with the school's policy.
- 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 or any related accessories 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.
- Learn how to identify and report cyber threats including misuse and bullying and how to reduce risk to self and others.

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.
- Be responsible for informing their child about the benefits and harm of digital devices and monitor their use outside of school hours.

Communication and review

Outline:

- All policy and procedure documents are developed in consultation with the school staff, Governing Council and wider community.
- All school policy documents are to be aligned with DfE policy documents.
- The school policy will be available on request.
- The Primary school student use of mobile phones and personal devices policy will be reviewed in 2025 (2 year cycle due to rapid changes in technology).

Supporting information

For more information please refer to the school:

- Behaviour support policy -
- Bullying prevention policy -
- ICT user agreement - <https://www.norwoodps.sa.edu.au/policies/>