

Mobile Phone and Personal Devices Policy

for primary school students

This policy is based on the school's values of Respect, Quality, Commitment and Diversity

First developed: 2021

Reviewed:

Next review: following next DfE review

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, mobile phones, smart phones, smartwatches, tablets, ipads or other digital devices with capability of connecting to a cellular communication network, the internet or both. 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

Primary school 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 lessons and lesson breaks 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 in their bags at the beginning of the lesson. They will not be able to access their device until the end of the lesson.

Misuse of mobile phones or personal devices may result in disciplinary action, which includes but is not limited to two formal warnings. Confiscation is a possible consequence for further non-compliance.

Devices that are confiscated will be stored by the teacher in an envelope with the student's name and returned to the student (or their parent/caregiver) at the end of the lesson.

Exemptions from this policy

There may be exceptional circumstances where students require an exemption from the requirements of this policy. This could include where:

- the device is used to help monitor or manage a health condition
- the device is a negotiated adjustment to a learning program for a student with a disability or learning difficulties
- the device is used for translation in the classroom by a student with limited English
- a student has personal circumstances that require them to have more ready access to their personal device, such as being the primary carer for younger siblings.

Requests for exemptions from parents/caregivers will be considered by the Assistant Principal: Student and Staff Services on a case by case basis.

Roles and responsibilities

The Principal will:

- ensure this policy is clearly communicated and accessible to all students, staff, and families; and that it is monitored and regularly reviewed
- ensure processes are in place for monitoring internet and school network use by all members of the school community.
- enforce the policy and respond to instances of non-compliance or inappropriate use
- model appropriate use of mobile phones and personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and personal devices to their children.

All staff will:

- 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
- report and respond to incidents of inappropriate use of personal devices and non compliance with this policy
- model appropriate use of mobile phones and personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and personal devices to their children.

All students will:

- comply with the requirements of this 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, to do so in a safe, responsible and respectful way and support peers to do the same
- communicate respectfully with others and not use a mobile phone or other personal device to bully, harass or threaten another person
- respect others' rights to privacy and not take photos, film or audio records of other people without their knowledge or permission.

All parents/caregivers will:

- support the implementation of this policy, including the consequences for non-compliance
- use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from lesson)
- 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 devices in a safe, responsible and respectful way.

Communication and review

Consultation on this policy has occurred with all staff, and with parent and student representatives on School Council.

The school community is to be informed of this policy and any changes through the school newsletter, and by making this policy available on the school website.

This Policy will be reviewed at the time of the next Departmental review, and will include consultation with staff, parents and students.

Supporting information

The following school policies and procedures are to be read in conjunction with this policy:

- Code of Conduct
- Harassment Policy and Grievance Procedures
- Agreements and Consents
- Cyber Safety Policy
- Social Media Acceptable Use Guidelines