



COOPERATION FAIRNESS RESPECT TRUST

Vision: Developing students who are confident thinkers, creators and inventors of their future.

Mission: Challenging every student to learn, achieve and flourish.

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, 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. Woodville Primary School has referred to the department's [student use of mobile phones and personal devices policy](#) to develop this policy.

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.

Exemptions for the use of mobile devices

There may be exceptional circumstances where students require an exemption from the requirements of the 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 disability or learning difficulties
- the device is used for translation in the classroom by a student with English as an additional language



Requests for exemptions from parents, will be considered by the Principal or their delegate on a case-by-case basis. Approved exemptions will be documented in the student's health care plan, learning plan or student file.

Storage of personal devices

Once students enter the school grounds, mobile phones and other personal devices (including but not limited to: iPads and Smart watches with internet connectivity) must be switched off or muted and then handed to the class teacher for storage.

Class teachers will store all mobile phones and devices in a secure locked location (store room, filing cabinet, lockable cupboard).

Phones and devices will remain in this secured location until home time or until the student leaves the school for the day due to appointments, illness etc.

If the student does not comply

Process:

- in instances of non-compliance with the policy – or personal devices being misused (e.g. not handed in upon arrival to school, being taken out during the school day and used to message, access inappropriate sites, access social media, take photos/filming etc.) disciplinary action will be taken.
- Disciplinary action may include but is not limited to:
 - the device being confiscated
 - reporting to police or other relevant authorities (dependent on misuse of device)
 - suspension, possible exclusion (following our Behaviour Policy guidelines)
- devices that are confiscated as a possible consequence for non-compliance, will be handed in to the front office where they will be kept locked. A parent/caregiver will be contacted to collect the device. If the parent/caregiver is unable to collect the device personally they can negotiate with leadership as to process for the return of the device. Parents/caregivers will be required to give permission for the student to collect the phone from the office.

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.

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.

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.



Communication and review

- Consultation was undertaken with Governing Council at GC meeting 11/05/2021. Broader community are invited to give feedback via Skoolbag. Students to give feedback during class meeting held in each class by their class teacher.
- Consultation will be undertaken in same manner at time of review.
- School policy can be accessed on our school website.
- The policy will be reviewed every 3 years (unless updated sooner by the Department for Education)

Supporting information

The following policies and procedures may interact with our policy on student use of mobile phones and personal devices:

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

Policy ratified by staff: Date: 25th June 2021
Endorsed by Governing Council:
Date: 15th June 2021
Review date: 2024

