

## Mobile Phone & Devices Policy

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
- 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. This includes Smart watches. 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.

### **Aim/Overview:**

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 school property. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

### **Students will:**

- Hand in any mobile device that they bring to school to the Front Office at the start of the school day and collect it when they leave at the end of their school day.
- 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 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 and Caregivers support students by:**

- Supporting the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Using the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school).
- Encouraging their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognising 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.

### **Teacher's support students by:**

- Delivering 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.
- Responding to instances of non-compliance in line with the school's policy.

- Reporting and responding to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Making 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).
- Modelling 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.

#### **The Leadership team support students and families by:**

- Ensuring that this policy is clearly communicated and accessible to all students, staff, and families.
- Implementing a process for regular review of the policy.
- Providing secure storage for student personal devices that are handed in to school staff at the Front Office.
- Ensuring that processes are in place for monitoring internet and school network use by all members of the school community.
- Enforcing the policy and responses to instances of non-compliance.
- Reporting and responding to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Supporting families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

#### **Responses to Non-Compliance:**

- The device will be confiscated and parents contacted to remind them of the policy. Parents will be asked to collect the device at their earliest convenience.
- Continued non-compliance will result in students being directed not to bring their device on site. Parents will be advised to ensure that students comply.

#### **Communication and Review:**

- Consultation has been undertaken with students and staff to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy. Consultation will occur when it is time to review these local decisions and ensure community members are aware of the policy requirements.
- This policy can be accessed on the school website at [www.paravistacpc7.sa.edu.au](http://www.paravistacpc7.sa.edu.au)
- The policy will be reviewed again in 2023 or earlier if Departmental guidelines recommend due to legislative changes.