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## MOBILE PHONES AND PERSONAL DEVICES POLICY

### DOCUMENT CONTROL

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<b>Approved By:</b> Principal Governing Council	<b>Principal:</b> Andrew Dowling	<b>Governing Council Chairperson:</b> David Lister
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<b>Next Review:</b> 24 Months	<b>Policy Scope:</b> School Specific	<b>Date Approved:</b> 29 March 2023
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# MOBILE PHONE AND PERSONAL MOBILE DEVICES POLICY

## 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 and personal device 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.
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved [exemption](#) from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

## Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

## Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

## Storage of personal devices

All student personal devices are to be handed to the Front Office upon arrival at school and will be stored in individual named bags in a secure cupboard located in the Administration building. Devices can be collected when departing school by the named individual.

## Roles and responsibilities

### Principal

- Make sure:
  - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
  - Ensure 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 and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
  - 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.

## Students

- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.
- Students are not to have mobile devices in their possession during school hours. The device needs to be handed to the front office at the beginning of the day and collected by the students when departing school.
- 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.
- A written request / notification be submitted by parents to the Principal explaining the need for a mobile device to be at school. If permission is granted the device is not to be used during breaks (lunch / recess) without the permission of the Principal.
- Where permission is granted, Mobile devices should not contain applications / material that is not age appropriate.
- Any telephone calls made by the students during school hours must be made via the front office or with the class teacher's permission.
- Telephone calls from families or carers to children can be made to the front office. We can confidently assure families that messages received prior to 3:00pm will reach their destination.
- Mobile devices are not to be taken on excursions.
  - *However; teachers may seek permission from the Principal to allow student mobile devices to be taken on an excursion or as part of a specific teacher planned lesson for educational purposes such as making iMovies, using the camera facility and sound recording. This request must fit the educational brief of the camp or excursion and parents and students must sign a digital devices agreement form. Using school mobile devices is always preferred.*

## 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.

## Parents, Volunteers and Visitors

- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- 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.
- Where permission is granted, Mobile devices should not contain applications / material that is not age appropriate.
- All parents, volunteers and visitors are to switch their mobile devices to silent when in classrooms, interviews, meetings, assemblies, concerts, working areas or areas where learning is taking place.
- All parents, volunteers and visitors are to use mobile devices outside of the teaching and learning areas.
- Parents can video or take photographs at school events providing it is done respectfully and does not interfere with the school program or personal rights. Under no circumstances are videos or images of students who not under the direct legal care of the parent, volunteer or visitor permitted to be shared or distributed on social media platforms.

## Consequences of non-compliance with this policy

- Any student breaching this policy will be subject to the normal student behaviour management consequences.
- Any mobile device will be confiscated from the student in breach of this policy, stored in the Front Office and the parent will be asked to collect the device from the Site Leadership Team.
- Any staff in breach of this policy will be spoken to by the Principal (or delegated leader) as part of personal performance development.
- Any parent, volunteer or visitor in breach of this policy may be spoken to by the Site Leadership Team or a member of staff and may result in being asked to leave the learning area or premises.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

## Exemptions

### Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help 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 by a student with English as an additional language

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

## Overview

The use of personal mobile devices during school times is disruptive to the learning environment of all students and staff. The use also compromises the safe learning environment we aim to provide as we cannot guarantee that all devices contain only safe and appropriate material. Furthermore, this policy reduces the risk of any breach of personal privacy issues. Therefore, we strongly discourage the use of any device that is not being used as part of a teacher planned lesson.

## Definitions and Abbreviations in this Policy

- **Leadership** - Principal, Deputy Principal or a person delegated to be a Site Leader in the Principal's absence.
- **Student** – Any person enrolled at the school as a student or any person invited to be a student at the school (ie transition visit or overseas visitor).
- **Staff** – Any person employed by the Department or agency such as Centracare for educational purposes.
- **Volunteer** – Any person giving time to assist the teaching and learning or running of the school.
- **Visitor** – Any person on site for a specific purpose. This may include but not limited to a psychologist, contractor, invited guest, family member or friend.
- **Parent** – Any person undertaking a caring responsibility for a child, this includes all caregivers.
- **Personal Mobile Device** – Any privately owned or non-school device that can receive, transmit or store information via voice, video or data.

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158

Endorsed by:

Andrew Dowling

**Principal**

David Lister

**Governing Council Chairperson**

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