



Belonging, Opportunity, Achievement, Teamwork

Student use of mobile phone and personal device 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 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.

Storage of personal devices

Personal devices are to be handed to class teachers at the beginning of the school day. Teachers will keep these devices in a secure locations (eg locked drawer) until the student leaves for the day.

If the student does not comply

Misuse of personal devices may result in disciplinary action which includes but is not limited to

- Reminder and loss of play
- Parents being contacted
- Confiscation (The student's device will be securely stored and parents contacted to collect the device from the school).

Continued misuse may result in a student being banned from bringing personal devices to school.



Belonging, Opportunity, Achievement, Teamwork

Student use of mobile phone and personal device policy

Serious incidents of misuse of mobile phones and personal digital devices may be in relation to:

- bullying and harassment
- transmission of explicit images
- photographing, recording or uploading inappropriate content.

These incidents will be managed and reported in line with departmental policies and procedures including:

- [reporting critical incidents and injuries procedure \(PDF 440.0KB\)](#)
- [behaviour support policy](#)
- [procedures for the suspension, exclusion and expulsion of students](#)
- responding to online safety incidents in South Australian schools guidelines.

Some instances of misuse of a mobile phone or other personal device may constitute a criminal offence and will be managed in line with the department's information advice regarding e-crime. This may include confiscation of the device and forwarding to SAPOL.

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 (Edpass)

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.



Belonging, Opportunity, Achievement, Teamwork

Student use of mobile phone and personal device policy

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

Student use of mobile phone and personal device policy

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

- This policy has been written in compliance with departmental guidelines and in consultation with the 2021 Governing Council. It is posted on the Wasleys Primary School website and copies are available upon request from the office.
- This policy will be reviewed Term 1 2023 or as required.

Supporting information

- school behaviour code
- school anti-bullying policy
- school Cyber Safety user agreements

Ratified 2021

Review 2024



Ann-Marie Ellis
Principal
Wasleys Primary School



Melissa Bywater
Governing Council Chairperson
Wasleys Primary School