

## Primary student use of mobile phones and personal devices policy

This procedure is applicable to: all Department for Education employees at Paringa Park Primary School.

### Document control

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**Revision Record**

Date	Version	Revision description

## 1. Title

Primary student use of mobile phones and personal devices.

## 2. 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.

## 3. Scope

The department's policy 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.

## 4. Objectives

To clearly articulate to the school community the responsibilities of parents, students and staff regarding the student use of mobile phones and personal devices.

## 5. Procedure detail

Mobile phones are to remain off during the school day. Such devices, if brought to school, must be stored in school bags or student trays in the classroom.

Personal devices (eg Smart Watches) must be blocked for use at school or switched to school mode, and not used during school hours.

If the students does not comply, application of the student behaviour code will apply where there is a breach of this policy. <https://paringpkps.sa.edu.au/wp-content/uploads/2020/09/Responsible-Behaviour-Policy-1.pdf>.

If a phone needs to be confiscated by a staff member it will be securely stored in the front office area.

## 6. Roles and responsibilities

Party / parties	Roles and responsibilities
Principal	<ul style="list-style-type: none"><li>• Make sure this policy is clearly communicated and accessible to all students, staff and families.</li><li>• There is a process for regular review of the policy.</li></ul>

	<ul style="list-style-type: none"> <li>• Processes are in place for monitoring internet and school network use by all members of the school community.</li> <li>• Enforce the policy and responses to instances of non-compliance.</li> <li>• Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.</li> <li>• 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.</li> <li>• 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.</li> </ul>
School staff	<ul style="list-style-type: none"> <li>• 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 exemptions or in circumstances where students' devices are stored in the classroom.</li> <li>• Respond to instances of non-compliance in line with the school's policy.</li> <li>• Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.</li> <li>• 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).</li> <li>• 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.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Store mobile phones in their school bags and switch personal devices (eg Smart Watches) to school mode or are blocked by parents for use during school hours</li> <li>• Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.</li> <li>• 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.</li> <li>• Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.</li> <li>• Respect others' right to privacy and do not take photos, film or audio records of other people without their knowledge or permission.</li> <li>• Students who need to contact a parent during the day must do so through their class teacher or the front office. Students remain responsible for all their personal effects while at school for mobile phones or personal devices.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Support the implementation of the school's policy, including the consequences for non-compliance with the policy.</li> <li>• Block student use of personal devices (eg Smart Watches) during school hours if possible or inform child how to switch the device to school mode</li> <li>• 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</li> </ul>

	<p>staff member in the first instance if they become unwell or experience an issue at school.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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## 7. Monitoring, evaluation and review

In the development of this policy, students have been consulted through the Student Voice Executive, staff through the Site Improvement Lead Team and parents via the Governing Council.

This policy is available on the school website

This policy is reviewed on a needs basis by staff and governing council.

## 8. Definitions and abbreviations

Term	Meaning

## 9. Associated documents

School behaviour code, behaviour support policy - <https://paringpkps.sa.edu.au/wp-content/uploads/2020/09/Responsible-Behaviour-Policy-1.pdf>

BYOD policy, ICT user agreements - <https://paringpkps.sa.edu.au/digital-technologies/>

## 10. References

Student use of mobile phones and personal devices <https://edi.sa.au/library-document/controlled-policies/student-use-of-mobile-phones-and-personal-devices-policy> Last updated: 18 January 2021