



PRIMARY SCHOOL STUDENT MOBILE PHONE & ELECTRONIC DEVICES POLICY

Purpose

The core business of our school is to promote and support teaching and learning in an environment free from unnecessary distraction or disruption. This policy provides direction to students, staff and families about managing mobile phones and other personal digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches with SIM cards, 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.

Students:

The Department's position is that primary aged students cannot use their mobile phones and personal digital 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 digital 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.

Students who bring a mobile phone or personal digital device to school are required to:

- Hand it (switched off) to the Front Office staff at the start of the day and collect it at the end of the school day. All personal mobile devices are to be named.
- Accept responsibility for the mobile device. The school will not be involved in disputes and / or investigations over damage, loss or theft.

If the student does not comply:

- misuse of personal mobile devices may result in disciplinary action ranging from warning to office intervention (refer Hillcrest Primary School's Code of Conduct) and/or
- confiscation of the mobile device – this will be stored in the front office and will require collection by a parent/carer.



Exemptions:

Requests for exemptions from this policy from parents will be considered on a case-by-case basis. Approved exemptions will be documented and relevant staff will be informed about students' exemptions.

Staff:

Personal mobile phones and devices are brought to school at the owner's risk. All users are to switch their mobile device off or to mute when in meetings, interviews and classrooms. Staff are discouraged from personal use of the personal device during these times.

Parents, visitors and contractors:

Communicating through the school day with your child:

If parents need to contact a student during school time they should follow normal procedures and contact the office staff (on the school phone number) who will then contact and support the student as necessary.

All mobile device users are to switch their phones off or to mute / discreet when in public areas including meetings, interviews and classrooms. All parent visitors are asked to take and make mobile calls outside teaching and learning areas to avoid disruption to students and teachers.

Electronic Devices:

All electronic devices that are the property of students, if brought to school are done so at their own risk. The school will not accept responsibility for the devices and will not be involved in any disputes over loss or damage. Electronic devices are not to be in the classroom during class time or to be used during recess and lunch without special permission from a staff member.

Roles and responsibilities:

The Principal will 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 mobile 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.
- The policy and responses to instances of non-compliance are enforced.
- Incidents of inappropriate use of personal devices are responded to and reported in line with department policy and procedures and any legislative requirements.

We acknowledge and pay our respects to the Kaurna people, the traditional custodians whose ancestral lands we gather on to teach and learn.

We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country, we respect and value their cultural beliefs and their past, present and ongoing connection to the land.





- Consider requests for exemptions from the policy from parents on a case-by-case basis. Ensure that approved exemptions are documented and that relevant staff are informed about students' exemptions.
- Model appropriate use of personal mobile phones and devices and support families to understand the importance of promoting safe, responsible and respectful use of such devices to their children.

School staff will:

- 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 personal devices and support families to understand the importance of promoting safe, responsible and respectful use of personal mobile devices to their children.

Students will:

- 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 will:

- 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 personal mobile phone or device in a safe, responsible and respectful way.

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Communication and review

Consultation has been undertaken with students and the broader school community to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy. Further 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 or a hard copy provided upon request.

Supporting information:

- Code of Conduct
- Anti-Bullying and Harassment Policy
- BYOD policy, ICT user agreements

Questions, concerns, and further information

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).

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

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

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

Updated: 14/3/2023

Ratified: Term 2 2023

Next Review: Term 2 2025

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