



Newbery Park Primary School

Mobile Phones and Personal 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 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

Students will need to ensure their device/s are switched off and handed into the Front Office before 8:50am. Devices will be stored in a safe location in the front office where students can collect after 3:00pm.

Neither the school nor Department for Education will accept responsibility for the damage or loss of a mobile phone, portable digital devices or any other ICT equipment.

If the student does not comply

Outline:

- In the first breach any student seen with a device will result in devices being confiscated, securely stored in the front office, where students can collect at the end of the school day, with a note being sent home to make parents/caregivers aware of the incident.
- Second breach, device will be confiscated, stored in the front office, where their parents/caregivers will be contacted to come in to collect the device and discuss the need for their child to have the device at school.

School based consequences may also be applied at either of these steps.

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

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.

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 students 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 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 was developed through amalgamating the existing policy for mobile phones that was introduced in 2020, with the department 2021 policy for mobile phones and personal devices.

Our Governing Council were consulted at our meeting on the 11th of May, 2021 and have approved both the storage of personal devices and mobile phones, along with the steps to be taken if a student does not comply with the policy.

This policy will be reviewed every 2 years and will be completed in consultation with the Governing Council who will act on behalf of the community.

The Mobile Phones and Personal Devices Policy can be accessed via the schools webpage www.newberypkps.sa.edu.au or at the schools front desk.

Supporting information

Policies in relation to and along with the Mobile Phones and Personal Devices Policy can be found on the schools webpage www.newberypkps.sa.edu.au