

Ardtornish Primary School

Student use of mobile phones and personal devices policy

2021

Purpose

This policy provides direction to students, educators 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 digital communication device use for primary school students

The department's position is that primary aged students cannot use their mobile phones and personal devices (including smartwatches) 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 for communication. 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 they have left their classroom at the end of the school day. At this time, as well as any other time, they cannot share screens with other students while on school grounds.

Storage of personal devices

If students bring devices to school, they must take personal responsibility for their safe storage. We recommend that they are switched off and kept in bags with a lockable compartment. Teachers do not have to take responsibility for storing devices.

If the student does not comply with school processes

- If a student uses their mobile phone or electronic device to communicate with others, film or take photos, without teacher permission, the device will be confiscated. The device will be stored in the front office, and a member of the leadership team will be notified.
- Parents/ carers will be contacted by leadership to inform them of what happened and any follow up consequences.

Roles and responsibilities

Principal

Make sure:

- This policy is clearly communicated and accessible to all students, educators and families
- There is a process for regular review of the policy
- Secure storage is provided in the front office 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 educators are informed about students' exemptions.
- 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 student personal devices handed in for their care are stored in a secure location in the office and are returned to the student (or their parent).
- 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 on School grounds.

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 or child (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 and ensure the settings on the device support the school's policy.

Communication and review

- consultation will be 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, and
 - how consultation will occur when it is time to review these local decisions and
 - ensure community members are aware of the policy requirements
 - Consultation through (staff meeting, Governing Council and SRC)
- the policy can be accessed on the School's Website
- the policy will be reviewed yearly

Supporting information

- school behaviour code, behaviour support policy
- school anti-bullying policy
- BYOD policy, ICT user agreements.