

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.

At Nicolson Avenue Primary School, mobile phones and personal devices are considered unnecessary and their use is not allowed 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.

Mobile phone or personal device use is not allowed during the school day. Students must switch off their device or place it on silent mode before storing it 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 are required to obtain permission from parents/caregivers and the principal to bring their personal devices to school. Permission forms are available from Administration. Devices include mobile and smart phones, smart watches, iPads and tablets and other devices with the capability of connecting to a cellular communication network, the internet or both.

Each classroom has a storage container that all devices must be turned off and placed in upon arrival at school. This will be securely stored by the teacher for the day. This also applies for excursions and off-site activities, with students required to hand in their devices to the teacher in charge.

The classroom teacher is responsible for the secure storage and correct return of devices at the end of the day. Students are not permitted to keep their devices in their bag. Administration will have a copy of the location of the secure storage unit for each classroom and a spare key for access when the teacher is not available.

If devices are required to be stored in Administration, this location and the spare key will also be available in the device permission folder.

If the student does not comply

Students will be advised that they are to turn off and hand in their mobile phone or device when they arrive at school. If students do not comply, the following steps will be taken:

- Escalated to leadership.
- Continued non-compliance will result in parents being informed and required to attend school.
- Refusal may result in the student losing the right to bring their devices to school and behaviour consequences.
- If a student's device is confiscated, it will be securely stored in Administration for return to the child's parents/caregivers.

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 and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- 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 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 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

- Consultation has been undertaken with students and the broader school community via the Governing Council. Decisions regarding storage of students' devices was made in consultation with teaching staff. Community members are made aware of the policy requirements through student interaction, newsletters, and the website.
- The policy can be accessed via the school website and Administration.
- The policy will be reviewed in Term 2, 2023.