



MOBILE PHONES AND PERSONAL DEVICES USE IN SCHOOLS 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 or camp. Any telephone calls made by students during school hours must be made via the Front Office or the classroom under staff supervision.

Urgent telephone calls from families or carers to students can be made to the Front Office. We can confidently assure callers that messages received at least 10 minutes prior to the end of the school day will reach their destination.

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 in the front office at the beginning of the school day. They will not be able to access their device until the end of the school day.

Smart Watches

PGR7 does not allow the wearing of smart watches or similar devices at school. Students are asked to leave such devices at home. If they are brought to school, students will be sent to the office to have their watch securely stored with student mobile phones. They will remain in the office to be collected at the end of the day.

Storage of personal devices

Students will bring their phone to the front office as soon as they arrive. Their phone will be stored securely in the office for the day and collected prior to leaving the school grounds for home.

- Students are not to use phones or devices on school property at any time
- On arrival at school the phone or device must be handed to the Front Office Staff and collected by the student at the end of the day
- The phone or device must be clearly identifiable and switched off or muted prior to being securely stored in a named envelope at the Front Office

If the student does not comply

Please note that if these procedures have not been followed, the phone or device will be confiscated from the student and the parent will be asked to collect it from the school office. Students who use their mobile device inappropriately at PGR-7 will be issued with consequences consistent with our school's existing Behaviour Support Policy.

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 in the front office
- 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

- Monitor the storage of student personal devices in the front office
- 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
- 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
- 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 will be reviewed and ratified by Governing Council every three years. A copy will be shared with our community via our school website. Copies will be shared with staff who will ensure their students understand the contents of the policy and the consequences for not following site guidelines.

Supporting information

Please see also:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- Grievance Procedure

Revision Record

Version 1.0

Created: 26th May 2021

Ratified: by Staff and Governing Council on: 15th June 2021

Review due in 2024