

# Mobile Phone/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.

The policy aims to assist students and their families to understand the principles and procedures, and their responsibilities in relation to mobile phones/devices at Compton Primary School.

## 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. Student access will be determined by the family in consultation with the principal.

## Storage of personal devices

Mobile phones/devices will be handed into the front office at the beginning of the day to be stored in the safe then collected at the end of the day. **Mobile phones/devices will not be used on school grounds.**

## If the student does not comply

If a student does not comply with this policy the device will be confiscated, parents will be contacted and they will need to come to the school to collect my phone/device.

## 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 (devices are stored in the locked safe in the Front Office) 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 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.

Teachers and support staff have access to a mobile phone or appropriate device for lessons, excursions, camps and extra curricula activities that require recording of events related to learning, school records, publications and emergencies.

## **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.

Ensure students with SMART watches have them set on school mode so they cannot be used during the school day.

## **Communication and review**

Consultation has been communicated with the school's Governing Council to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy. The next review is due May 2024. This review will be consulted with the school's Governing Council.

The policy is distributed at enrolment and can be accessed in the Front Office. Please see Front Office staff if you require a policy.