

# Digital Devices and Mobile Phones Policy

Respect Creativity Excellence Resilience

The following policy applies to all students, staff, parents, Governing Council, visitors and volunteers.

## **Rationale**

School administrators, teachers, staff, students and parents ensure that mobile phones and smart devices are used responsibly at school, during camps, excursions, extra-curricular activities and at home. Potential issues are to be identified and addressed as well as promoting the benefits of using digital devices for safety and communication.

## **Expectations**

*The use and content of mobile communication devices are to be in accordance with the ethical standards from DfE staff as outlined in the Code of Ethics for the SA Public Sector. The decision to provide a mobile phone to their children should be made by parents. Mobile communication devices are controlled to provide a secure environment that complies with legal and privacy requirements.*

## **Students:**

- A written request/notification to be submitted by parents to the Principal explaining the need for the mobile phone/digital device to be at school. Unless permission is granted, mobile phones/digital devices should not be used to make calls, send SMS messages, use the internet, take/send photos or images or any other application during school time.
- Mobile telephones/digital devices are brought to school entirely at the owner's risk. Students are not to have mobile phones in their possession during school hours or at play time and should be turned off.
- Students will pass up their mobile phones to their class teacher/Front Office when entering the classroom and are to be locked away during school hours. Teachers will return the child's mobile phone prior to leaving the school site.
- The school will not be involved in disputes and/or investigations over damage, loss or theft and accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices.
- Teaching and learning are our core business and should not disrupt lessons by ringing or beeping.

If these procedures have not been followed, the phone/digital device will be confiscated from the student and the parent will be asked to collect it from the school office.

## **Staff**

- Personal mobile telephones/digital devices are brought to school at the owner's risk. Neither the school nor DfE can accept responsibility for any loss or damage nor for investigating such.
- Personal mobile phones are to be switched off or turned to silent in class and during scheduled school meetings.
- Personal phone calls should not be taken or made while teachers have duty of care for students – in the classroom, on yard duty or while supervising any activity on or off school grounds.
- Teaching and support staff have access to school mobile phones when required for excursions and camps.
- Examples of violations relating to mobile phone usage from the DfE Guidelines 'Protective Practices for Staff in their interactions with young people' include – '*Correspondence of a personal nature (e.g. phone, text message, letters, mail, internet postings) that is unrelated to the staff member's role. Still moving images or audio recording of children and young people on personal*

equipment or kept in personal locations such as car or home that have not be authorised by the site leader. Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental and site leaders' consent.'

**Parents, visitors, volunteers and community members**

Parents should be aware if their child takes their mobile/digital device onto school premises

- Adults who are participating in activities, meetings, interviews or learning spaces should have their phones switched to silent to avoid disruption to learning.
- All parents and visitors are to take and make mobile calls outside teaching and learning areas.
- Photographs taken of children by community members must not be taken or uploaded to the internet or published in any way, unless permission is sought from the parents of the child.

**Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact to ensure your child is reached quickly and assisted in an appropriate way.**

**All members of the school community**

Students, staff and community members with mobile phones/digital devices should not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, making phone calls or using social media. Students using mobile phones to bully other students will face disciplinary action at school. Parents and/or students affected by any bullying or harassment will be advised to lodge a complaint with their service provider or SAPOL as this type of behaviour contravenes the telecommunications act.

**It should be noted that it is a criminal offence to use a mobile phone/digital device (text message, social media etc) to menace, harass or offend another person.**

Reviewed September 2019

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Please cut off and return to front office to seek permission for your child to bring a mobile phone or digital device to school.

Dear Parents/Carers,

This return slip acknowledges that you have read, signed and agreed to the term of this policy.

I give permission for my child/ren .....to bring his/her mobile phone or digital device to school for the purpose of.....

Signed.....Date:.....

Parent's name:

Child/ren's names:

Year level/s:

**Principal permission approved for .....to bring their mobile phone/digital device to school.**

**Yes/ No Signed.....Date:.....**

**Dora Iuliano Principal Thorndon Park Primary School**

