

Mobile phones and personal devices policy

Respect Creativity Excellence Resilience

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 or school camp.

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.

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.

Storage of personal devices

Students will pass up their mobile phones to their class teacher 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.

If the student does not comply

Misuse of personal devices may result in disciplinary action which includes but is not limited to:

- confiscation of the device
- office time where reflection with leadership/school staff takes place
- parents notified; student taken home
- student/family provided with another copy of the TPPS Mobile phone and personal device policy and TPPS Permission to bring a mobile phone or personal device form to be signed

If the phone/smart watch/digital device is confiscated from the student, the device will be stored in the front office and the parent will be asked to collect it from there.

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
- 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.

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.

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

A written request/notification to be submitted by parents to the Principal explaining the need for the mobile phone/smart watch/digital device to be at school.

Mobile telephones/smart watches/digital devices are brought to school entirely at the owner's risk.

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

Policy is available on the school website

Reviewed June 2021

Governing Council approved on 16/6/2021

Next review June 2022

Supporting information

- TPPS Cyber-safety agreement
- TPPS Permission to bring a mobile phone or personal device form
- TPPS Behaviour policy
- TPPS Bullying and anti-harassment policy



Government of South Australia
Department for Education