



NARACOORTE PRIMARY SCHOOL

PERSONAL DEVICE POLICY



Primary student use of mobile phones and personal devices

Updated February 2022

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 school camp, during school hours.

Communication between students and people outside of the school is possible using a variety of methods. Our aim is to ensure that communications are legitimate, and appropriate and do not interrupt the good order of the school and students' learning time.

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 and once they have left the school grounds.*

Storage of personal devices

If your child needs a personal device at school, he/she *must keep it in his/her bag and turned off at all times.* Alternatively, they can hand their device to their teacher who will store it safely in a locked cupboard or the school safe during the day. Each student is responsible for his/her device, its use, abuse, loss or damage.

If the student does not comply:

If a child repeatedly brings a personal device to school and uses it during school time, or in any way not supported by this policy, the device will be confiscated and stored in the school safe. A parent/caregiver will be contacted, and it may be collected from the front office by the parent or caregiver.



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 into 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.
- Staff members are not to use mobile phones in lesson time and all phones are to be switched off or on silent mode during these periods except in an emergency or as arranged with Principal/ Deputy Principal.

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 devices 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.

Personal devices must not be used as cameras at school; this is to protect the privacy of everyone.

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.

Personal devices must not be used as cameras at school; *this is to protect the privacy of our students.*

We ask that parents/caregivers also respect this request and **ask for staff permission** before taking photos with any device. Photos of students **are not to be posted on the internet** without permission from the student's parents/caregivers; this includes social networking sites like *Facebook*.

Communication and review

This policy can be accessed via the school's website or by requesting a copy from the school.

The policy has been developed in conjunction with the school's previous policy and the department's policy on personal devices for primary aged students.

This policy was formulated in consultation with students and the broader school community through Governing Council and the Education Committee.

The policy will be reviewed on a bi-annual basis in consultation with staff, students and the school community.

Supporting information

Other policies and procedures that may interact with this policy on student use of mobile phones and personal devices include:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements

