



## Marryatville Primary School

# Mobile Phones and Personal Device Policy

**Date – May 2021**

### 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.

### 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 once on school grounds. They will not be able to access their device until the end of the school day.

### Storage of personal devices

- Parents should be aware if their child takes an electronic device onto school premises
- In order to minimise disruption to learning, student electronic devices must be switched off at the school gate and remain switched off while on school grounds
- Students who are wearing an internet capable smart watch (or similar device) must show their teacher at the start of the school day that it's communication, recording, messaging, tracking or internet browsing functions are disabled and not used while on school grounds
- Students will present their mobile phone device to their teacher at the beginning of the school day. Devices will remain in the secure storage until collected by the student
- Only the teacher, leadership and administration staff will have access to the secure storage

### If the student does not comply

If a student is found to be in possession of a device during the school day:

- The student's device will be securely stored in the classroom and will be returned to the student at the conclusion of the school day. The student will be reminded of the primary student use of mobile phones and personal devices policy

	<p>If a student is found to consistently not hand their device to the teacher, has misused a device, or has breached the Primary student use of mobile phones and personal devices policy:</p> <ul style="list-style-type: none"> <li>● The device will be confiscated and placed into secure storage in the classroom or front office and returned to the student or their parent at the conclusion of the school day</li> <li>● Parents will be informed of the non-compliance with the policy</li> <li>● Consequences may be applied to the student according to the school's Behaviour Education Policy</li> </ul>
<p><b>Roles and responsibilities</b></p>	<p><b>Principal</b> Make sure:</p> <ul style="list-style-type: none"> <li>● this policy is clearly communicated and accessible to all students, staff, and families</li> <li>● there is a process for regular review of the policy</li> <li>● secure storage is provided for student personal devices that are handed in to school staff safely secured</li> <li>● processes are in place for monitoring internet and school network use by all members of the school community.</li> <li>● Enforce the policy and responses to instances of non-compliance.</li> <li>● Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.</li> <li>● 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.</li> <li>● 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.</li> </ul> <p><b>School staff</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Respond to instances of non-compliance in line with the school's policy.</li> <li>● Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.</li> <li>● 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).</li> <li>● 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</li> <li>● Staff electronic devices should be switched off or turned to silent during lesson times and professional meetings unless being used for teaching and learning</li> <li>● Receiving or making personal phone calls and messages should not occur while teachers have duty of care for students either in the classroom, on yard duty or while supervising any activity on or off school grounds</li> <li>● In the event of an emergency situation or essential communication teachers may use their mobile device</li> </ul>

- Examples of staff violations relating to electronic personal device usage from the DFE Guidelines “Protective Practices for Staff in their interactions with children and young people” include –

*“Correspondence of a personal nature via any medium (eg – phone, text message, letters, email, internet postings, social media) 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 been 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 leader’s consent.”*

#### **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.
- **Student devices are NOT to be taken into the yard at any break time** (with the exception of smart watches that are not internet enabled).
- Parents will be reminded that in cases of emergency, the front office is the first point of contact.

#### **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.

#### **Parents, volunteers and community members**

- Adults who are participating in activities or in learning spaces should have their electronic device switched to silent to avoid disruption to learning and should not take images of any students other than their own
- Photographs or video taken of children by community members at school community events (assemblies, performances, graduations, concerts etc) must not upload to the internet or publish in any way unless permission is sought from the parents of the children in the image.

#### **All members of the school community**

- Students, staff and community members with electronic devices should not engage in personal attacks, harass another person, or post private information about another person using messaging apps, taking/sending photos or objectionable images, making phone calls or using social media. Students using

	<p>electronic devices to bully or harass other students will face disciplinary action at school. Parents of 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.</p> <p><b>It should be noted that it is a criminal offence to use an electronic device to menace, harass or offend another person.</b></p>
<p><b>Communication and review</b></p>	<ul style="list-style-type: none"> <li>● The Mobile Phones and Personal Devices Policy has been developed in consultation with the staff, students and the Governing Council.</li> <li>● The Primary student use of mobile phones and personal devices policy is aligned with DfE policy documents.</li> <li>● The Primary student use of mobile phones and devices policy will be located on the school website.</li> <li>● The Mobile Phones and Personal Devices policy will be reviewed annually.</li> </ul>
<p><b>Supporting information</b></p>	<p>For further information please refer to the school:</p> <ul style="list-style-type: none"> <li>● Behaviour Education Policy</li> <li>● ICT user agreement</li> <li>● DfE Guidelines – “Protective Practices for Staff in their interactions with children and young people”</li> </ul>