

Bordertown Primary School

Mobile Phone Policy



Be honest – Practise bravery – Show kindness

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 (Be it by School Bus or on foot).
- so that parents can contact them outside of school hours.

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

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 them being stored at the beginning of the school day. They will not be able to access their device until the end of the school day.

Unless the school staff grant permission, phones should not be used to make calls, send or access texts, or for any other purpose during school hours.

Phones are only allowed to display appropriate (G rated) content. This includes the periods of time they are travelling to or from school by the student.

Phones are not to be taken to school camps, excursions, or other functions unless the principal grants permission.

Storage of personal devices

Phones and personal devices are to be switched off during school time and handed in to the front office upon arrival in the morning.

If the student does not comply

Any student who is found to display non-compliance with the policy will have their device confiscated and returned to the parent/guardian upon request. Students will face disciplinary actions as sanctioned by school leadership.

If illegal material or activities are suspected during phone use, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.



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.

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.

The decision to provide a phone to a child should be made by parents or guardians. Parents should be aware if their child takes a phone onto school premises.

Phones are brought to school entirely at the owner's risk.

Policy Review

The policy will be next reviewed in June 2024, to be guided by Department for Education policy and approved by the school community, then ratified by Governing Council.