



# Primary student use of mobile phones and personal devices

This template is for schools with primary student enrolments. Schools must refer to the department's [student use of mobile phones and personal devices policy](#) when completing the template.

Pre-populated sections in the below template (including section headings) indicate mandatory content for schools to include in their local policy.

## 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 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 are required to hand mobile phones or personal devices in to the school for the duration of the day (including where primary aged students bring their phones to school)

Students' personal devices that are brought to school are stored during school hours.

- A central storage location. (usually in the child`s classroom)

To minimise disruption it`s recommended that students switch off or mute their mobile phones and personal devices before storing them. Schools must ensure that secure storage is provided for personal devices that are not permitted to be kept on or with students.

### Liability and damage, loss, or theft

The department does not provide insurance for accidental loss or damage to personal items including mobile phones and personal digital devices brought to schools by students. However, claims may be met under the department`s public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school. The department cannot waive liability with respect to mobile phones and personal devices.

### If the student does not comply

In line with the EDPS Behaviour management policy and existing behaviour management processes including when students use a personal device inappropriately or at a time when it`s not permitted.

It indicates in our policy that misuse of personal devices may result in disciplinary action which includes but is not limited to:

- Confiscation of a personal device is a possible and likely consequence of non-compliance.
- Parents or Carers will be contacted as to how and when the device will be returned to the student or their parent / carer.

### Misuse of mobile phones

Incidents of misuse of mobile phones and personal digital devices may be in relation to:

- bullying and harassment
- transmission of explicit images
- photographing, recording or uploading inappropriate content.

These incidents must be managed and reported in line with departmental policies and procedures including:

- [reporting critical incidents and injuries procedure \(PDF 440.0KB\)](#)
- [behaviour support policy](#)
- [procedures for the suspension, exclusion and expulsion of students](#)
- responding to online safety incidents in South Australian schools guidelines

## 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.

### 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.

## **Communication and review**

Outline:

- Consultation has been undertaken with students and the broader school community to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy, and how consultation will occur when it is time to review these local decisions and ensure community members are aware of the policy requirements.
- The Schools Policy can be accessed in the office area by asking Administration staff for a copy or accessing the schools web site page.
- The Policy will be reviewed annually at Governing Council Meetings and as part of Student Voice meetings with the Well – Being leader or Site Principal.

## **Supporting information**

This policy links also with:

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

These policies can be accessed on the school web site page.