



# WAIKERIE PRIMARY SCHOOL

## MOBILE PHONE POLICY

### Primary student use of mobile phones and personal devices

#### 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

Mobile phones and devices are brought to school at the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft regardless of the circumstances.

#### Storage of personal devices

The phone or device needs to be handed into the office at the beginning of the day and collected by the student at the end of the day. Phones and devices are to remain turned off until the student is off school grounds.

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.

#### If a student does not comply

The phone or device will be confiscated from the student and stored in the office to be collected at the end of the school day. An appropriate consequence may be given to the student.

#### 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.

Personal mobile phones and devices are brought to school at the owner's risk. The school or the Department for Education will not accept responsibility for any loss or damage.

Personal mobile phones and devices are to be switched to mute or discreet in class learning time or in scheduled school meetings.

Private calls are not to be taken or made in teaching time, on yard duty or during school meetings.

Staff will have access to school mobile phones when required for taking photos, excursions or camps.

## 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

Activities and discussions are undertaken with students at the beginning and throughout the year regarding appropriate and safe use of ICT and expectations about mobile phones and personal devices at school.

Policy review takes place with the School Governing Council every 3 years, or as required. Next review: 2023.

This policy and associated documents can be accessed at the school upon request and are available on the Waikerie Primary School website.

## Supporting information

Other policies and procedures that interact with the [WPS local policy on student use of mobile phones and personal devices](#):

- Behaviour Support Process
- Information Communication Technology Bring Your Own Device (BYOD)
- ICT Terms Of Use
- Anti-Bullying And Harassment Policy
- Cyber safety and e-crime



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