



### 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.

The use of telecommunications technology has now become the norm rather than the exception for many individuals. Students, parents and teachers are accessing this resource in increasing numbers and Brompton Primary School respects the right of parents to provide mobile communication devices for their children for a variety of reasons.

To ensure our core business of teaching and learning is conducted in an environment free from unnecessary distraction or disruption, school structures have been put in place for parents, students and staff to contact each other and be contacted during the school day in cases of emergency through the school office.

### 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

1. Devices need to be placed in the classroom 'Mobile Hotel' at the beginning of each school day (8:50 am).
2. 'Mobile Hotels' will be handed to the school office staff at the beginning of the day and collected by class monitors at the end of the school day (3:00 pm).

### If the student does not comply

**If these procedures have not been followed, logical consequences will apply:**

- A warning / request to put device away
- Confiscation of the device from the student for placement in the 'Mobile Motel'
- Confiscation of the device from the student and the parent/caregiver will be asked to collect it from the school office
- Communication with parents/caregivers regarding mobile communication device use at school
- Being banned from bringing a mobile communication device onto the school grounds.

## 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.

This Primary student use of mobile phones and personal devices (previously Mobile Communication Devices Policy) applies during school excursions, camps and extra curricular activities.

### 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 smartphones are to be switched to mute or discreet in class and during scheduled school meetings.

Mobile phone use for personal matters is not permitted during teaching time, while on playground duty and during meetings.

Teaching and support staff have access to their mobile phones / communication devices when required for school communication / excursions and 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.

Devices need to be placed in the classroom 'Mobile Hotel' at the beginning of each day.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised use cannot be made. Students must keep their passwords/pin numbers confidential.

Report to a teacher or parent/carer any SMS/picture/video messages or phone calls that are unpleasant or uncomfortable in any way.

## 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.

All users are to switch their personal mobile device to mute or discreet when in public areas, meetings, interviews and classrooms.

All parents and visitors are to take and make mobile calls outside teaching and learning areas.

## Communication and review

Staff and Leadership consultation is followed by ratification of Policy by Governing Council.

The Primary Student Use Of Mobile Phones And Personal Devices Policy can be accessed on School Administration drive - J:Quality Framework:Technologies and in the Quality Framework folder.

This Policy is to be reviewed every two years – February 2023 - or as directed by DFE Operations and Management.

## Supporting information

- BPS Student Behaviour Support Policy
- BPS Anti-Bullying and Harassment and Violence Policy
- Cyber-safety at Brompton Primary School – Cyber Safety Use Agreement for Students
- BPS Acceptable Use Agreement - ICT / Cyber Safety

*The following Department for Education resources relate to mobile phones in schools, e-crime, online bullying, and cyber safety:*

- Student use of mobile phones and personal devices at school policy
- Cyberbullying
- Bullying Prevention Strategy
- Cyber safety school resources
- Procedures for the suspension, exclusion and expulsion of students
- Social media for schools and preschools policy
- Code of Ethics for the South Australian Public