



## **PRIMARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES 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 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 must bring their mobile phone or other personal devices to the front office when they arrive in the morning, where they will be safely stored in a draw until the end of the day.

All devices that are left at the front office must be **clearly named and switched off** before they are handed over.





## If the student does not comply

- if a student fails to hand in their phone in the morning and one is discovered throughout the day, it will be confiscated and NOT returned to the student, it will require an adult to collect it.
- Misuse of a device not handed in will involve parent contact and may result in further disciplinary action which includes, but is not limited to, suspension.

## 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 and individual lockers or locks that the school provides for students to store their belongings are appropriately secure (delete or add parts as appropriate)
- 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, e.g. police contact and involvement.**

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.





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## 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 by a site leader and/or teacher to briefly use a mobile phone or personal device, they are to do so in a safe, responsible and respectful way and return for safe storage upon completion of supervised use.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Students are **NOT** to forward photos, film or audio records of other people without their knowledge or permission.



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## 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

- consultation has been undertaken with the Governing Council to make local decisions regarding storage of students devices and what actions will be taken if students do not comply with the policy.
- the schools policy can be accessed on our website



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## PRIMARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES POLICY AGREEMENT

Please return to the front office.

- We acknowledge and have read the Crystal Brook Primary School policy on primary students use of mobile phones and personal devices.  
 YES                       NO
- We agree to comply with the requirements of the schools policy and to follow all reasonable directions from the Principal and school staff.  
 YES                       NO
- We support the implementation of the schools policy, including the consequences for non-compliance with the policy.  
 YES                       NO

Student name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student to print name)

Parent/Caregiver name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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