



Student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing personal 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 secondary school students

Our school recognises 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.

Secondary students may use Mobile Phones/Electronic Devices/Game Consoles (eg Nintendo DS, Sony Playstation Portable) during recess or lunch breaks.

*However, it is expected that the use of a **mobile phone** be kept to a **minimum and limited definitely to emergency calls or calls/messages of high importance only.***

*Secondary students may use iPods/Mp3 players/phones at school to listen to music **at the teacher's discretion.***

All student devices must be switched off during lessons and in change of lesson periods. Students expecting urgent incoming calls during these times need to have that contact made through the Front 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.

Primary bus students may keep electronic devices and games in their school bags to use **only on the bus.**

Storage of personal devices

Student devices should be stored in student bags during the day. Where a device is confiscated for misuse, the teacher will provide a safe repository within the classroom for the duration of the lesson when the device will be returned to the student.

If the student does not comply

Students failing to follow these simple rules will have their device confiscated for the remainder of the day in the first instance. Repeated failure to follow these rules will result in contact being made with parents/caregiver and the student losing their right to bring their device to school.

Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, outline whether students will be required to connect their devices to the school's ICT network and any relevant information specific to this requirement, such as compliant device specifications and operating systems.

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
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's 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 school policy from parents, adult or independent students 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.

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 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.

Students sending threatening or abusive text messages will have these matters attended to in line with the school's *Bullying and Harassment Policy* and this could lead to suspension or in serious cases, become a police matter.

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 with Governing Council and the Student Representation Council was conducted including:

- conduct of a broad range survey to gather the thoughts and beliefs of both parents, caregivers and students
- the policy can be accessed on the school website and will be promoted via the school group *Facebook* page
- the policy will be reviewed annually for its relevance and need for adjustment.

Supporting information

This policy is in line with the school's ICT User Agreements that are signed at the commencement of each year. Other information related to safety of children whilst at school can be accessed at:

[Parent Information - Wudinna Area School \(wudinnaas.sa.edu.au\)](http://wudinnaas.sa.edu.au)