



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.

At East Torrens Primary School technology is an integral part of the learning process. Teachers and students use computers, laptops, interactive screens, Chromebooks and i-pads to access a wide range of information on a daily basis. We are committed to supporting our students to become responsible global citizens. However some technology, for example mobile telephones and personal digital devices can sometimes be problematic. In the case of mobile telephones they can be a distraction and present safety and confidentiality concerns if they are not used appropriately. Some digital devices, when used at recess and lunch times, can impede students development by discouraging social and collaborative play.

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

At East Torrens Primary School

- Mobile telephones, smart watches and other digital devices brought to the school by students are to be handed to the class teacher upon entry to the classroom each day. Devices are placed in a safe bag and escorted to the Main Office for safe keeping in a locked cupboard and will be handed back at the conclusion of each school day.
- The school will take no responsibility for the accidental loss, theft or damage of mobile telephones and digital devices that are brought to school, except
 - If a device is lost or damaged due to any negligence on the part of the school (eg insecure storage, dropped by a staff member) a claim *may* be met by the department's public liability insurance.

- There are some activities or special events (excursions, class lessons and camps) where teachers will allow students to use their personal devices and this will be clearly communicated to both students and parents in advance.

If the student does not comply

- If a student is seen using a personal mobile telephone or digital device during school hours the student will be asked to report to the front office where the device will be safely locked away to be collected at the end of the day.
- Persistent non-compliance with the policy will require further discussion involving parents/carers and additional education regarding school policies and expectations.
- It may be a recommendation of the school leadership that the mobile phone or digital device does not accompany the student to school.

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 / Carers

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.

Contact the school Principal (8337 1411) and discuss if there are any special circumstances around their child's requirement to use a mobile phone or personal device during school hours. All requests will be assessed on their merit by the Principal, Leadership team and class teacher.

Communication and review

Students and families will be provided with this information at the beginning of each year by the class teacher and reminders will be provided during the year through the school newsletter. This information will also be included in the parent packs for new students (R-7) to the school and included on the school website.

The East Torrens Primary School leadership team will review this policy in consultation with the Student Executive Leaders, Governing Council and the wider school community. The review period will be Term 3 each year.

Supporting information

For more information on our school policies please visit our website

<https://www.etorrensps.sa.edu.au/about-us/reporting-and-policies/>