



Aldgate Primary School

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.

The staff and Governing Council acknowledges that the use of student personal electronic devices) for communication while children are at school during the hours of 8.30am and 3.30pm, and in situations where they are cared for in the OSHC programme, is not necessary.

Communication between students and people outside of the school is possible using a variety of methods. Our aim is to ensure that communications are legitimate, appropriate and do not interrupt the good order of the school.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions.

Cyber safety concerns relating to inappropriate use of mobile phones and other electronic devices and the damage they can cause require us to take effective action to manage their use in our school.

In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressing for any primary age child. The school is prepared to allow mobile phones and other personal electronic devices on the premises but only within the guidelines of the policy as stated below.

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

Students are advised that if they bring a mobile phone or other electronic device onto the school grounds during the school day, that this has to be negotiated with the principal and an electronic device agreement signed by both student and parent. Students MUST keep the electronic device in their own school bag and it MUST be turned off. That includes at all times during camps and excursions.

Students remain responsible for all of their personal property whilst at school. When students enter the school grounds the school takes no responsibility for electronic devices, they are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.

There are no acceptable reasons why a student needs to have in their possession or to use a personal electronic device during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and the central point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

If the student does not comply

If the student does not comply, the device will be confiscated. The device will be kept in a secure location in the admin area and returned to the student at the end of the day. If non-compliance continues, the device will be confiscated and returned to parents with a possible proviso that the device is kept in a secure location in a named bag in the front office during school hours.

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
- 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.

May 2021

review date: May 2023

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

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.

Exemptions

Exemptions of this policy can only be approved by the principal and then only in exceptional circumstances.