



# Keithcot Farm 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.

At Keithcot Farm Primary technology is an integral part of the learning process. Teachers and students are able to use computers, laptops, electronic dictionaries, interactive whiteboards and i-pads to access a wide range of information. We are committed to supporting our students to become responsible global citizens. However some technology, for example mobile telephones and digital devices can be problematic. In the case of mobile telephones they can be a distraction and breach confidentiality if they have a photography function. Some digital devices, when used at recess and lunch times, can preclude some students and discourage 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.

If a medical condition requires the use of a mobile phone or device, an exemption will be made on provision of appropriate documentation.

We acknowledge that while school staff strongly recommend that students hand in their mobile phone or personal digital devices for secure storage, should a student store their mobile phone or personal digital device in their school bag, that the school is not responsible or liable for any damage or theft that may occur due to the device being stored in this manner.

## Storage of personal devices

Mobile telephones and digital devices (that are not being used for learning purposes) brought to the school by students need to be turned off when they come into the school grounds and handed to classroom teachers who will store them in a secure storage place in the classroom until the end of the school day when they will be returned.

## If the student does not comply

If a teacher sees a student using a mobile telephone or digital device (that is not being used for a learning purpose in class) during school hours, or if it is left on, it will be taken from the student and sent to the front office where it can be collected by the student at the end of the day.

## 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 classroom teachers 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

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

- This policy has been formulated in consultation with students and the broader school community to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy, and how consultation will occur when it is time to review these local decisions and ensure community members are aware of the policy requirements.
- The policy can be accessed on our School's website
- This policy will be reviewed in Term 2 2022.

## Supporting information

Our existing policies and procedures that may interact with our policy on student use of mobile phones and personal devices include:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- BYOD policy and ICT user agreements.

Drafted in May 2021 in collaboration with students, staff and parents, to be reviewed in May 2022