

# MOBILE PHONE 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 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 required to sign their phones in at the front office **when the 8:30am bell rings or child arrives after this time.** There is a book to enter the child's name, date, time and brand of phone. The phones are placed in a secure drawer. At the end of the day an adult supervises students collecting and signing out their phones.

### If the student does not comply

Failure to hand the phone into the office relinquishes any site responsibility for the phone. The misuse of personal devices may result in disciplinary action which includes but is not limited to phone calls home, the student's device will be securely stored and how the device will be returned to them (or their parent). Where there is any online harassment or bullying involved authorities will be notified.

## 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.

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.

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## School staff

- 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. Including making sure all personal mobile phones are switched to mute or discreet when in public areas, including meetings, interviews and classrooms.
- May use on duty to communicate with leadership.

## 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.



For safety reasons it is necessary for my child to carry a personal device to and from school. I understand and support the policy that my child will sign their phone into the front office at **8:30am or on arrival** and sign it out at the conclusion of the day.

Please read and sign the mobile phones and personal devices policy and return to acknowledge that you agree to comply.

If the note is not signed students are NOT permitted to bring their phone to school, therefore disciplinary action for not complying will occur (i.e. removal of device)

Signed: \_\_\_\_\_  
Parent /and or guardian \_\_\_\_\_ Student