

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.

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

Devices are to be placed in the Studio box each morning during roll call and will be returned at the end of the day during the dismissal process. Devices will be stored at the Front Office.

If the student does not comply

Non-compliance is a breach of the Bridgewater Primary School Use Agreement. Misuse of personal devices may result in disciplinary action which may include but is not limited to:

- communication with families regarding expectations
- a ban on bringing devices to school
- devices confiscated and stored in the principal's office until arrangements can be made with parents
- other consequences as outlined in the school Behaviour Policy, including possible suspension for repeated or serious misuse.

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
- devices are kept safely in the front office
- 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, for example, diabetic students using dexcom.

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 by ensuring devices are delivered to the Front Office each morning and returned to students at the end of the school day, and students with an exemption are using it as agreed.

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.

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 or share photos, film or audio records of other people without their permission. Bridgewater Primary School BYOD Use Agreement states all devices at school are to be used exclusively for learning activities under a teacher's direction only.

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

Outline:

- Governing Council has led community discussion and consultation regarding the use of technologies in children's learning. There has been strong community support for, and regular review of the ICT Use Agreement which includes all devices. The policy describes acceptable use and a range of possible consequences for misuse of any device at school.
- the policy can be accessed on the Bridgewater Primary School website www.bridgeps.sa.edu.au
- the policy will be reviewed every two years.

Supporting information

This Policy is to be read in conjunction with:

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

Review July 2022