



# Thiele Primary School

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Primary School Campus

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## 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 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

Mobile phones and other mobile devices including laptops and iPads will be handed to classroom teachers at the beginning of the day and stored in a container which will be locked in a cupboard. Mobile phones will be handed back to students at the end of the school day. Laptops and iPads will be accessed according to the agreement between parent/carer, students and staff member for use during the school day and will be handed back to students at the end of the school day.

Smartwatches may be worn by students during the school day, however, data must be switched off or disabled during the school day. Devices are not to be used for communication during the school day. All communication is to be via the Front Office during the school day.

### If the student does not comply

- Misuse of their personal device and choosing not to comply with this policy may result in disciplinary action which includes, but is not limited to: - time out, confiscation of the mobile device, meeting with parent/carer, or suspension/exclusion.
- If a student's mobile phone or device is confiscated, the student's device will be securely stored at the Front Office and will be returned to them or their parent/carer at the end of the school day or at a time negotiated with the parent/carer.

### Roles and responsibilities

#### Principal will ensure ...

- 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
- Enforce the policy and respond 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 will ...**

- 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/carer).
- 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.
- Have access to your mobile phone when on yard duty, in class or on excursions and ensure that contact numbers of each Campus school's Front Office and Principal is stored in their contacts list.

#### **Students will ...**

- 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 will ...**

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 compiled in consultation with students, staff, Governing Council 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.
- This policy will be reviewed on a regular basis in consultation to ensure community members are aware of the policy requirements
- This school policy can be accessed on the school website.
- To be reviewed Term 2, 2023

## Supporting information

Links to policies and procedures that may interact with our local policy on student use of mobile phones and personal devices such as:

- Thiele Primary School Positive Behaviour Plan.
- Thiele Primary School ICT User Agreement.
- Thiele Primary School Cyber Bullying

***Policy ratified by Thiele Primary School Governing Council 11/05/2021  
To be reviewed in 2023***