



Student use of mobile phone and personal device Policy

Year: 2021

Next Review Year: 2024



OUR VISION

At Salisbury North R-7 School, we are a compassionate learning community which nurtures a resilient mindset and curious learners with high expectations and hope for the future. We do this by promoting quality teaching and learning and acknowledging diversity through our relationships, achievements and an engaging environment.

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

When school commences at 8.30 am all students will hand up their personal devices to their class teacher. The class teacher will store the devices in a class storage device basket and this will be placed in a lockable cupboard. When moving to Non Face To Face programs or set school events, the class teacher will hand over the storage basket to the next teacher for issuing at the end of the day or conclusion of the program.

All students must mark off on a storage log located in the basket that their device has been provided to the teacher.

If the student does not comply

The process that will be used in response to non-compliance:

- Any case of misuse or non-compliance in following the policy will result in confiscation of the storage device and a telephone call to the family of the student.
- The student and family will be requested to sign an agreement for the student to continue bringing the device to school that details their responsibilities.

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 that the school provides for students to store their belongings in a lockable teacher cupboard.
- 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/caregiver).

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.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

Communication and review

- Consultation has been undertaken with students, staff and the Governing Council of the 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.
- The policy comes into effect beginning of term 2, 2021 and will be reviewed once a year via a survey monkey to ensure our community members are aware of the policy requirements
- The schools policy can be accessed through each classes SEESAW account, the enrolment packs and the schools website. This policy has also been translated to ensure all English as an Additional Language and Dialect families can access it.
- This policy will be reviewed again in Term 4, 2024

Supporting information

The following are other local school policies and procedures that should be read in conjunction with the local policy on student use of mobile phones and personal devices such as:

- SN R- 7 school behaviour code, behaviour support policy and responding to behaviour policy
- SN R-7 anti-bullying policy
- SN R-7 ICT user agreements and digital device policy.



Government of South Australia
Department for Education