

# Alberton Primary School

## Primary student use of mobile phones and personal devices

*Please note: This is a new DfE guideline that commence from Term 3, 2021 onwards in all schools.*

### 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 which is held during school hours. **School hours are defined from 8:35am when classrooms are opened to 3:00pm when students are dismissed.**

### 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

If students are required to bring a mobile phone or personal device to school, we ask that it is turned off/muted and stored in their school bag. School staff do not take responsibility for storing a child's mobile phone or personal device.

Parents/Caregivers can contact the school as per normal to speak with their child on 8447 1924 and students can request to use the school phone to communicate parents/caregivers when necessary. This practice is currently in place at Alberton PS.

### If the student does not comply

Students at Alberton PS are respectful and asked to follow the above guidelines as digitally responsible citizens. There is a time and place for the use of mobile phones and personal devices and we ask that it is not during school hours.

The schools behaviour management policy will be referred to in the case of repeated non-compliance by a student and educative processes engaged in to increase one's digitally responsible behaviour.

**If a device is to be removed from a student, it will be held in the Front Office and returned to the student at the end of the day.**

### Communication and Review

*Please note: This is a new DfE guidelines that commence from Term 3, 2021 onwards in all schools.*

- Content in this guideline and policy has been provided by DfE and is expected to be consistent across all schools.
- Students who do require bringing a mobile phone or personal device to school can do so, however, they are expected to turn it off/mute and store away in their bag. Staff are not expected to take responsibility for a student's mobile phone or personal device.
- This policy can be accessed via our schools website and will be reviewed every 12 months. Student leaders will continue to be consulted on these matters as part of our review process.
- Development of this policy has been in consultation with the school's Governing Council and provided to the school community for feedback.

### Supporting Information

You can access other relevant policies and procedures via our schools website including:

- school behaviour management policy
- ICT User Agreement

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### 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 (12 monthly)
- students understand mobile phones or personal devices need to be turned off/muted and stored in their bags during school hours.
- 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.

#### Staff

##### **Make sure:**

- 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

##### **Make sure:**

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

#### Parents

##### **Make sure:**

- 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.

**Please Note:** This policy is due for review in Term 4, 2022.