



Lockleys Primary School

Primary Student Use of Mobile Phones and Personal Devices Policy



Government of South Australia
Department for Education

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.

Devices are to be deposited upon arrival at school and can be collected after the school bell at 3:10pm. Devices are not be used while on school property unless required for school related purposes.

Smart watches must have the "do not disturb" function activated whilst at school and are not to be used beyond the function of a standard time keeping device.

Phones and smart watches will not be allowed on camps/excursions.

However; teachers may seek permission from the Principal to allow student mobile devices to be taken on a camp or excursion or as part of a specific teacher planned lesson for educational purposes such as making iMovies, using the camera facility and sound recording. This request must fit the educational brief of the camp or excursion and parents and students must sign a digital devices agreement form. Using school mobile devices is always preferred.

Storage of personal devices

All personal devices will be securely stored in the front office.

If the student does not comply

Failure to adhere to the policy will result in the device being confiscated and held securely in the front office until arrangements are made with the Parent/Carer for collection.

Where there is a repeat of misuse or refusal to follow reasonable instruction to hand in a device when asked, we will refer to the school behaviour management policy which may include further steps such as admin time out, internal suspension or suspension.

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 individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- 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).

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.

Communication and review

Consultation has been undertaken with students and the broader school community to make local decisions regarding storage of students' devices
Lockleys Primary School Policies can be accessed via;

<https://lockleysps.sa.edu.au/policies/>

This policy will be reviewed every 3 years.

Supporting information

Other policies and procedures that may interact with the student use of mobile phones and personal devices policy include:

- LPS behaviour management policy
- LPS student behaviour code
- LPS anti-bullying and harassment policy

These are on the school website <https://lockleysps.sa.edu.au/policies/>

Approved by:	Ratified by Governing Council	Principal: Sharon Brightwell	
Implemented	July 2021	Next Review Date	June 2024