

Ungarra Primary School

Respect Resilience Integrity Achievement

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Use of mobile phones and personal devices Policy

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

Student personal mobile phones and personal devices will be delivered by the student to the front office immediately upon entering site and placed by the student in a secure container stored within a lockable draw.

If the student does not comply

Outline:

- If a student is initially non-compliant, it will be treated as a ‘minor behaviour’ and the behaviour policy steps will be enacted including ‘time out’ with school leadership until the device is delivered to office. Continued non-compliance will escalate behaviour to ‘ongoing behaviour’ where behaviour will be recorded and parents contacted as per behaviour policy. Continued non-compliance will escalate behaviour to ‘unresolved incidents’ and Principal may use ‘time out’, ‘play time detention’, ‘parent meetings’ or ‘suspension’ as per behaviour policy.
- Misuse of personal devices that threaten the well-being of students and staff will be treated in accordance with the behaviour policy as ‘major’ behaviours.
- If non-compliant behaviour escalates to ‘ongoing behaviour’ and parents are contacted, a parent will be instructed to come and remove the student’s device and deliver it to storage in the front office only to be returned to the student or parent after 3:30pm.

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.
- 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

Outline:

- Leadership, staff and Governing Council have discussed and agreed on the Ungarra Primary School use of Mobile Phones and Devices Policy.
- The Policy is located on the Ungarra Primary School Website.
- The Policy will be reviewed annually by UPS Governing Council.

Supporting information

- Positive Behaviour for Learning Policy
- Anti-bullying policy
- ICT user agreements.