



# **SALISBURY HEIGHTS PRIMARY SCHOOL**

## **MOBILE PHONE POLICY**



Related policies, procedures, guidelines, standards, frameworks	- Education Act 1972
Approved by:	- Governing Council
Approval date:	
Review date:	



# Salisbury Heights Mobile Phone Policy

*Excellence and Care*

## 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. Salisbury Heights Primary School is not a Bring Your Own Device site. 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

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

When entering the school grounds, students are to switch phones off or place on silent and hand them to their teacher before class starts. There is to be no photos or videos taken on the school grounds. Phones are not to be out and used for any purpose during school hours.

## Storage of personal devices

If students are bringing mobile phones or any other devices to school they must be turned off and handed to the classroom teacher as soon as the classroom is open. Classroom teachers will lock phones away in secure cupboards or drawers during the school day.



## If a student does not comply

- Incidents of non-compliance will be addressed using the schools Behaviour Management Policy.
- Confiscated devices, as a result of non-compliance will be locked away and returned to students or their parents at the end of the school day.

## Roles and responsibilities

### Leadership will:

- Clearly communicate this policy and make accessible to all students, staff, and families
- Regularly review the policy
- Ensure that secure storage is provided for student personal devices
- 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 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 if a device is being used 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) / a locked classroom drawer or cupboard.
- 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 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 devices 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 and not on school grounds or in school uniform under any circumstances.

### 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.
- Understand that the department does not provide insurance for accidental loss or damage of personal items such as mobile phones and devices brought to school by students.

## Communication and review

- The school Mobile Phone policy can be accessed on the school website
- Policy communicated to broader school community via usual communication methods e.g: website, newsletter, SEESAW etc.
- The policy will be reviewed yearly and updated accordingly
- Staff, student and parent community involved in consultation process.

## Supporting information

Further information regarding the following policies and procedures that sit alongside this policy can be accessed via our school website:

- School behaviour code, behaviour support policy
- School anti-bullying policy
- ICT user agreements
- Cyber Safety Teaching & Learning utilising the Child Protection Curriculum

