



Primary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families at Melrose Primary School 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.

The school has complete restriction on unauthorised use of mobile devices in school hours, including recess and lunch time. If for extenuating reasons a student has to have a mobile device at school an agreement between the school principal and the parent must be reached for an exemption to occur.

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

Students must store their mobile devices securely in their schoolbags while at school. Students can also choose to pass in their phones to the principal to be securely stored for the day and returned to the student at the end of the school day.

Melrose Primary School is not liable under any circumstances for any damage caused to students own devices.

If the student does not comply

The mobile device will be taken to the Principal's office where it will be securely stored until a parent is able to come to the school to collect and sign for the mobile device.

A text message will be sent to the parent/s informing them of their child/ren not following the school policy and the steps they need to take to retrieve their child's mobile device.

In response to instances of non-compliance with this policy the school's code of conduct policy will be followed. This will result in disciplinary action ranging from informing parents through to an internal or external 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
- 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 and input from the school's Governing Council
- Discussions with the student body as to the importance of this policy, responsibilities of students in supporting this policy and actions taken when students do not comply with this policy
- Uploading policy on the school's website
- Paper copies provided to families on request to Principal or the School Administrator
- Extracts of this policy printed in the school newsletter
- This policy to be reviewed on a three yearly basis as from March 2021, following consultation with the Governing Council, wider school community, staff and students.

Supporting information

Please refer to the school's Code of Conduct Policy, Anti-bullying Policy, Cyber Bullying Policy and ICT User Agreement which can be accessed on the school's website.

<https://melroseps.sa.edu.au/>