

The Pines School - Student use of mobile phones and personal devices.

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

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.

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

During the school day students are not permitted to access or use their mobile phones or **wearable** personal devices within the school. Students must switch off their devices when they enter the school gates in the morning, ready for storage. They will not be able to access their device until the end of the school day and are not to use them until they have left the school grounds.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or **devices**.

The school accepts no responsibility for students who lose or have their mobile phones or **devices** stolen while travelling to and from school.

Storage of personal devices

Students will turn off their devices and hand them up to their class teacher or to the office in the morning at 8:50am and retrieve them when they go home at 3:00pm. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

If the student does not comply:

- their phone will be confiscated and stored in the office until the end of the day. Parents/Carers will be informed.
- for a second time, their phone will be confiscated and stored in the office and parents will be contacted to come and collect their student's mobile phone at the end of the day.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Roles and responsibilities

Principal

Make sure:

- this policy **has been endorsed or ratified by governing council and** 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 will be 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.

Model appropriate use of mobile phones **and support staff to do the same**. Support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and **devices** 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.**

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 – ensure that mobile phones are not used for personal phone calls and messages during class time or on duty. When using mobile phones for educational reasons, make sure you have a dialogue with students so they can see the positive use of devices.

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.

Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.

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.

If a child needs to contact their family to tell them something or to go home, this will be done via their teacher or the office, not through their personal device.

Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication (class dojo, email or call the school) 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

- We will consult with the Governing Council on our newly updated policy.
- We will communicate the policy with families/carers through class dojo, the website and the school newsletter.
- Teachers will also review the new policy and expectations with all students in their class
- The mobile phone policy can be accessed on our website.
- Our policy will be reviewed on a yearly basis – March 2024.

Supporting information

Additional related policies available on our school website <https://www.thepines.sa.edu.au/>

- Anti-bullying
- Student Grievance Procedures
- Behaviour Policy
- **ICT use agreement**

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.