

PERSONAL MOBILE DEVICES POLICY

DOCUMENT CONTROL

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Approved By: Principal Governing Council	Principal: Andrew Dowling	Governing Council Chairperson: Matthew Cheshire
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Next Review: 24 Months	Policy Scope: School Specific	Date Approved: 12 May 2021
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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.

Statement

Eden Hills Primary School understands that technology has advanced in the world and is prevalent in many people's lives. We endeavour to teach and learn using a range of technologies that is provided by the school. These technologies are catered and filtered to a primary school setting, void of personification, we endeavour to teach the safe and appropriate use of technology and maintain updated security around the use of these.

Our core business is teaching and learning which needs to be conducted in an environment free from unnecessary distraction and disruption. Therefore, the school discourages the bringing of personal mobile devices including Mobile Phones, iPods, MP3 players, iPads, Tablets or any device capable of transmitting or storing digital information to school. We do accept there are times when it might be deemed important to have a personal mobile device ie on the way to school and on the way home. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents. This policy does not relate to school or Department provided technologies which form part of the ICT Policy.

Storage of personal devices

All student personal devices are to be handed to the Front Office upon arrival at school and will be stored in individual named bags in a secure cupboard located in the Administration building. Devices can be collected when departing school by the named individual.

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.

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.
- A written request / notification be submitted by parents to the Principal explaining the need for a mobile device to be at school. If permission is granted the device is not to be used during breaks (lunch / recess) without the permission of the Principal.
- Where permission is granted, Mobile devices should not contain applications / material that is not age appropriate.
- Students are not to have mobile devices in their possession during school hours. The device needs to be handed to the front office at the beginning of the day and collected by the students when departing school.
- Any telephone calls made by the students during school hours must be made via the front office or with the class teacher's permission.
- Telephone calls from families or carers to children can be made to the front office. We can confidently assure families that messages received prior to 3:00pm will reach their destination.

- Mobile devices are not to be taken on camps or 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.*

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.

Parents, Volunteers and Visitors

- 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.
- All parents, volunteers and visitors are to switch their mobile devices to silent when in classrooms, interviews, meetings, assemblies, concerts, working areas or areas where learning is taking place.
- All parents, volunteers and visitors are to use mobile devices outside of the teaching and learning areas.
- Parents can video or take photographs at school events providing it is done respectfully and does not interfere with the school program or personal rights. It is important that when posting videos or photos on places such as social media, that consideration is given to others and permission should be asked of those included. Under no circumstances are videos or photos of school activities, staff or students to be posted if it is going to cause embarrassment to those parties or if it portrays any of those parties in a negative light.

Consequences of non-compliance with this policy

- Any student breaching this policy will be subject to the normal student behaviour management consequences.
- Any mobile device will be confiscated from the student in breach of this policy, stored in the Front Office and the parent will be asked to collect the device from the Site Leadership Team.
- Any staff in breach of this policy will be spoken to by the Principal (or delegated leader) as part of personal performance development.
- Any parent, volunteer or visitor in breach of this policy may be spoken to politely by the Site Leadership Team or a member of staff and may result in being asked to leave the learning area or premises.

Overview

The use of personal mobile devices during school times is disruptive to the learning environment of all students and staff. The use also compromises the safe learning environment we aim to provide as we cannot guarantee that all devices contain only safe and appropriate material. Furthermore, this policy reduces the risk of any breach of personal privacy issues. Therefore, we strongly discourage the use of any device that is not being used as part of a teacher planned lesson.

Definitions and Abbreviations in this Policy

- **Leadership** - Principal, Deputy Principal or a person delegated to be a Site Leader in the Principal's absence.
- **Student** – Any person enrolled at the school as a student or any person invited to be a student at the school (ie transition visit or overseas visitor).
- **Staff** – Any person employed by the Department or agency such as Centracare for educational purposes.
- **Volunteer** – Any person giving time to assist the teaching and learning or running of the school.
- **Visitor** – Any person on site for a specific purpose. This may include but not limited to a psychologist, contractor, invited guest, family member or friend.
- **Parent** – Any person undertaking a caring responsibility for a child, this includes all caregivers.
- **Personal Mobile Device** – Any privately owned or non-school device that can receive, transmit or store information via voice, video or data.

Signed and Endorsed by:

Andrew Dowling

Matthew Cheshire

Principal

Governing Council Chairperson

Date Approved: / / 2021

File Location:

