



PORT WAKEFIELD PRIMARY SCHOOL

22 Mine Street, PORT WAKEFIELD, South. Aust. 5550

Phone (08)8867 1012 Fax (08) 8867 1001

Email: dl.0366.admin@schools.sa.edu.au

Principal: Kerri Blackwell

Learning **Respect** **Honesty** **Teamwork**

Primary student 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 or camp.

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, unless they have been granted permission to use under exceptional circumstances. If this is the case, the Exceptional Circumstances Application and Agreement Form must be completed. Without this form, students will not be able to access their device until the end of the school day.

Storage of personal devices

Students will take their mobile phones and/or personal devices to the Front Office for secure storage. If students leave devices in their school bag, it is done at their own risk. The school accepts no responsibility for lost or damaged equipment left in school bags.

If the student does not comply and is found access their phone for non-approved reasons

- On the first occasion they will receive a warning, reminded of the correct process, and it will be removed and delivered to administration.
- If a student is found on a second occasion, parents will be notified; the mobile phone will be removed and delivered to administration. The student will be required to have office time.
- If a student is found on a third occasion, the mobile phone will be removed and delivered to administration. Parents/Caregivers will be called and the student will be suspended.

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 at the Front Office
- 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.
- Support staff with the implementation of the policy
- Make the policy available to the school community.
- Support staff with the implementation of the policy.
- Contact parents/caregivers if students are found to be inappropriately using mobile phones.
- Negotiate a confidential agreement with parents of children who are required to have a mobile phone on them at all times.

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.
- 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.
- 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.
- Ensure students have a clear understanding of the Student Mobile Phone Policy.
- If required, send students to administration with a note explaining the need for the call home.

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.
- Bring mobile phones to school at their own risk. If a student brings a phone to school, it is their responsibility.
- Take the mobile phone to the front office upon arrival at school, if wanting secure storage.
- If permission granted under Exceptional Circumstances, only use it for the purposes outlined in the confidential agreement. Consequences for inappropriate use will be included in the agreement.
- Exit the school via the front office and collect their phone, if securely stored.

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.
- Notify the school in writing that their child will be bringing a mobile phone to school.
- Negotiate a confidential agreement with principal, if their child is required to have a mobile phone on them at all times.

Process if a child, without approval, is found in possession of mobile phone during the school day:

- On the first occasion they will receive a warning, reminded of the correct process, and it will be removed and delivered to administration.
- If a student is found to be in possession of a mobile phone on a second occasion, parents will be notified; the mobile phone will be removed and delivered to administration. The student will be required to have office time.
- If a student is found to be in possession of a mobile phone on a third occasion, the mobile phone will be removed and delivered to administration. Parents/Caregivers will be called and the student will be suspended.

Communication and review

- School policy can be accessed on the website, the Parent Handbook or by requesting a copy at the Front Office.
- Policy ratified on 31/05/21 at Governing Council meeting.
- Policy will be reviewed in term 2, 2023. As a part of this process, students, the school community and Governing Council will be consulted.

Supporting information

Other policies which may interact with the student use of mobile phones are:

- school behaviour code, behaviour support policy (currently being updated)
- school anti-bullying policy (currently being updated)
- ICT user agreements.



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Parent/Caregiver Permission for students to have a mobile phone at school

I have read and understand the Port Wakefield Primary School Student Mobile Phone Policy and I understand this form will be kept on file at the school, and the details may be used to assist in identification of a phone should the need arise.

I give permission for my child to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately as outlined in the Primary student use of mobile phones and personal devices policy.

Parent name: _____

Parent Signature: _____

Date: _____

Student name: _____

Mobile Phone number: _____

Mobile IMEI: _____

Student Signature: _____

Date: _____



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Student Mobile Phone Exceptional Circumstances Application and Agreement

Port Wakefield Primary School complies with the Department for Education policy of primary schools being mobile free.

The school understands there may be exceptional circumstances; which require a student to have a mobile phone in their possession whilst at school and in class.

Students need to have written approval from the principal for this to occur.

Name: _____ Year: _____

Reason/s child needs mobile phone in possession during class time at school

Signed: _____

Date: _____

Approval from principal (yes/no): _____

Agreement of use in school hours:

Mobile Phone number: _____

Mobile IMEI: _____

What/How will it be used in school hours (e.g. specific app):

What will be the consequences of inappropriate use during school time:

Parent signature: _____

Date: _____

Student signature: _____

Date: _____

Principal signature: _____

Date: _____