Primary 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.

At Minlaton District School Primary students are those enrolled in Reception to Year 5

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

Primary students will hand their devices to their CG teacher at the beginning of the day and they will be locked in a secure box in the Primary Teacher Preparation Office for the duration. Students will collect their devices once the 3pm siren has sounded.

If the student does not comply

- The student device will be confiscated and taken to the Front Office where details will be recorded and the device kept secure until after the 3pm siren when the student may collect it.
- On the second occasion that a violation occurs, the student's parent/carer will be contacted and asked to retrieve the device from the Front Office at their earliest convenience
- Any successive violation could result in suspension as per the MDS Student Behaviour Management procedure.

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.

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 and explicit permission of the classroom teacher.

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

Parents are invited to provide input into the Student use of mobile phones and personal devices policy through the school newsletter and via the Governing Council.

The Student Leadership group will review the policy as part of their ongoing work, including de-identified breeches of the policy and make recommendation to the Governing Council and Leadership team on an annual basis.

The policy will be reviewed at the end of Term 3 each year.

Supporting information

The policy forms part of the enrolment pack for new students and sits alongside the school's Digital Learning Policy and Student Behaviour Management Policy which can be found on the school website.

Secondary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing personal 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.

At Minlaton District School this policy applies to students enrolled in Middle and Senior Years, Years 6 - 12.

Mobile phone use for secondary school students

Our school recognises 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.

- as part of the Minlaton District School Digital Learning Policy students may use mobile phones as a tool to support their learning during class time under the instruction and supervision of school staff

Storage of personal devices

Digital devices not being used for educational purposes under the explicit instruction and supervision of a staff member will be turned off or muted and stored in the student's personal locker during the school day.

If the student does not comply

- The student device will be confiscated and taken to the Front Office where details will be recorded and the device kept secure until after the 3pm siren when the student may collect it.
- On the second occasion that a violation occurs, the student's parent/carer will be contacted and asked to retrieve the device from the Front Office at their earliest convenience
- Any successive violation could result in suspension as per the MDS Student Behaviour Management procedure.

Internet connection for personal devices

MDS students are required to connect to the school network when using digital devices at school as per the MDS Digital Learning Policy. The use of mobile phones is restricted to learning related and sanctioned activities such as recording, photography or the use of specific apps.

Students are not permitted to use personal hotspots to connect their digital device online.

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 and 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 school's 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 school policy from parents, adult or independent students 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.

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 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 and explicit permission of the classroom teacher.

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

Parents are invited to provide input into the Student use of mobile phones and personal devices policy through the school newsletter and via the Governing Council.

The Student Leadership group will review the policy as part of their ongoing work, including de-identified breeches of the policy and make recommendation to the Governing Council and Leadership team on an annual basis.

The policy will be reviewed at the end of Term 3 each year.

Supporting information

The policy forms part of the enrolment pack for new students and sits alongside the school's Digital Learning Policy and Student Behaviour Management Policy which can be found on the school website.