

Primary student use of mobile phones and personal devices (Updated Feb 26)

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. 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

In line with Department for Education requirements and school expectations:

- Mobile phones must be switched off as students enter the school grounds.
- Devices are to be handed to the CG teacher at the beginning of the school day.
- Students are not permitted to access or use their mobile phones at any time during the school day.
- Students are not permitted to use mobile phones anywhere on school grounds, including before and after school.
- Devices must remain off and secured from the time students enter the school grounds until they leave at the end of the day.

STORAGE OF PERSONAL DEVICES

Primary students will hand their devices to their CG teacher at the beginning of the day. Devices will be stored securely in the Primary Teacher Preparation Office for the duration of the school day.

Students will collect their devices once the 3pm siren has sounded.

IF THE STUDENT DOES NOT COMPLY

Students who do not comply with this policy will be managed in line with the school's behaviour management procedures.

- The device will be confiscated and taken to the Front Office where details will be recorded and the device stored securely.
- The device will only be available for collection by a parent or caregiver, no earlier than the end of the school day.
- Repeated breaches will result in escalated consequences in line with the school's behaviour management procedures.

COMMUNICATION EXPECTATIONS

Parents and caregivers must contact students during the school day via the Front Office.

Students must not use mobile phones to contact parents or others during the school day. If students need to communicate with home, they must do so through the Front Office.

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
- processes are in place for monitoring appropriate use

Enforce the policy and responses to instances of non-compliance.

SCHOOL STAFF

Deliver learning opportunities and maintain a safe and productive learning environment.

Respond to instances of non-compliance in line with this policy.

Ensure devices handed in are stored securely and returned appropriately.

Model appropriate use of mobile phones.

STUDENTS

Comply with the requirements of this policy and follow all reasonable directions from staff.

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.

PARENTS

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

Use the Front Office for all communication during school hours.

Support their child to use mobile devices safely and responsibly.

COMMUNICATION AND REVIEW

Parents are invited to provide input into the policy through the school newsletter and Governing Council.

The policy will be reviewed annually.

SUPPORTING INFORMATION

This policy forms part of the enrolment pack and sits alongside the school's Digital Learning Policy and Student Behaviour Management Policy.

Secondary student use of mobile phones and personal devices (Updated Feb 26)

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

In line with Department for Education requirements and school expectations:

- Mobile phones must be switched off as students enter the school grounds.
- Phones are to be placed in bags and locked in lockers at the beginning of the school day.
- Phones are not to be accessed at any time during the school day.
- Students are not permitted to use mobile phones anywhere on school grounds, including before and after school.
- Phones must remain off and secured from the time students enter the school grounds until they leave at the end of the day.
- If a teacher directs students to use a phone for a specific educational purpose, the phone must be returned immediately to the locker and secured once that task is complete.

Students must not use personal hotspots or unauthorised connections at school.

STORAGE OF PERSONAL DEVICES

All student mobile phones and personal devices must be turned off and securely stored in student lockers for the duration of the school day.

Lockers provided by the school must be used appropriately to ensure devices are safely secured.

IF THE STUDENT DOES NOT COMPLY

Students who do not comply with this policy will be managed in line with the school's behaviour management procedures.

- If a student uses or has a mobile phone out without permission, the device will be confiscated and taken to the Front Office where it will be recorded and stored securely.
- The device will only be available for collection by a parent or caregiver, no earlier than the end of the school day.
- Repeated breaches will result in escalated consequences in line with the school's behaviour management procedures.

COMMUNICATION EXPECTATIONS

Parents and caregivers must contact students during the school day via the Front Office.

Students must not use their mobile phones to contact parents or others during the school day. If students need to communicate with home, they must do so through the Front Office.

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.

Use of devices is restricted to learning-related and staff-directed activities only.

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
- processes are in place for monitoring appropriate use

Enforce the policy and responses to instances of non-compliance.

SCHOOL STAFF

Deliver learning opportunities and maintain a safe and productive learning environment.

Respond to instances of non-compliance in line with this policy.

Ensure confiscated devices are stored securely and returned appropriately.

Model appropriate use of mobile phones.

STUDENTS

Comply with the requirements of this policy and follow all reasonable directions from staff.

Do not use mobile phones to bully, harass or threaten others.

Respect others' privacy at all times.

PARENTS

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

Use the Front Office for all communication during school hours.

Support their child to use mobile devices safely and responsibly.

COMMUNICATION AND REVIEW

Parents are invited to provide input into the policy through the school newsletter and Governing Council.

The policy will be reviewed annually.

SUPPORTING INFORMATION

This policy forms part of the enrolment pack and sits alongside the school's Digital Learning Policy and Student Behaviour Management Policy.