



# Mobile Phone 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, 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.

Sheidow Park School encourages students not to bring mobile phones and/or personal digital devices to school unless necessary.

## **Storage of personal devices:**

Students must switch off their mobile phones and/or other personal devices and place them in the school provided box at the commencement of the day. The box is securely stored in the office and collected at the conclusion of the school day for re dispersal. Smart watches are exempt from the storage conditions but subject to the expectations outlined in the Sheidow Park School Cyber Safety User Agreement.

Reviewed December 2023





### **If the student does not comply:**

For non-compliance with the policy Sheidow Park School reserves the right to follow the steps outlined in the school's Behaviour Education Policy. Continued misuse of personal devices may result in disciplinary action which includes but is not limited to:

- Reflection Room notice
- requirement to log device in and out of the front office
- police involvement

For instances of non-compliance in the misuse of personal devices, Sheidow Park School reserves the right to confiscate the device for the duration of the day. The student's device will be securely stored and returned to them at the end of the day, and parents will be notified of the breach. The school will take no responsibility in the event that a device is lost or damaged due to non-compliance.

### **Roles and Responsibilities:**

#### **The Principal will 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
- 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.

Reviewed December 2023





**School staff will:**

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 will:**

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.

Comply with the exclusions relating to the use of VPN (Virtual Private Network) at school.

Notify staff of any non-compliance.

**Parents will:**

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.

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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:**

Consultation has been undertaken with the Department for Education, staff, including ICT Manager, and leadership to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy. At time of review, staff and leadership will consult and any changes/amendments made will be communicated via our school newsletter. The school's policy can be accessed at [https://sheidowps.sa.edu.au/SPS Information Pages/CyberSafetyUser Agreement](https://sheidowps.sa.edu.au/SPS%20Information%20Pages/CyberSafetyUser%20Agreement)

The policy will be reviewed biennially with the next review date set for February 2026.

### **Supporting Documentation:**

Supporting documentation that aligns with the policy on student use of mobile phones and personal devices includes:

- Behaviour Education Policy
- Cyber Safety User Agreement

Reviewed December 2023

