



## Mobile Phone/Smart Device policy

### Purpose

Kapunda Primary School recognises the importance parents/carers place on the safety of their children, and that access to Mobile Phones/Smart Devices has become a tool for families to keep in contact. This policy provides direction to Kapunda Primary School students, staff and families about managing Mobile Phones/Smart Devices that students choose to bring to school. The policy applies while students are at school (8.30am - 3.10pm), or attending other authorised school activities, 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.

The policy is also in place for the following:

- Privacy of other students/staff and the whole school community and the issues around the use of Mobile Phones/Smart devices at school.
- Distraction of phones on the learning of students.
- Safety issues around the use of Mobile Phones/Smart Devices at school, for example they can be lost and damaged. The school will not take responsibility if they are lost, damaged or stolen while at school.
- Cyber bullying and inappropriate use of the Mobile Phone/Smart Device.

### Storage of Mobile Phones/Smart Devices

Upon arrival at school, students must hand in their Mobile Phone/Smart Device to the Front Office. The Mobile Phone/Smart Device is to be switched off or put on mute before handing them in. Mobile Phones/Smart devices will be stored securely in the Front Office and can be collected at the end of the school day by students or when signed out during the school day by a parent/carer.

### Process if students do not comply with this policy

#### Step 1

Student is reminded of the policy. Mobile Phone/Smart Device will be confiscated and stored securely at the Front Office and returned to the student at the end of the day.

#### Step 2

If a student does not follow the policy for a second time, the mobile phone/Smart Device will be confiscated. Parent/Carer will be contacted to collect the confiscated device and asked to support and reinforce the school policy.

#### Step 3

Where a student has not followed the policy for a third time, mobile phone/Smart Device will be confiscated. Parent/Carer will be contacted to collect the mobile phone/Smart Device. Student may be banned from having mobile phone/Smart Device at school.

### Contacting students during the day

At any time, parents/carers are able to call the school for a message to be given/relayed to their child/ren of any changes to after school plans or to ensure of their safety due to family emergency.

## 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 (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.

### 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.

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.

### 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

- Consultation has been undertaken with staff, students and the broader school community
- Reviews of this policy will involve community consultation before the policy is endorsed by Governing Council
- The school's policy can be accessed on our website
- The policy will be reviewed every 3 years
- Review Date: June 2024

## Supporting information

For further information related to student use of mobile phones and personal devices see:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.