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HACKHAM EAST PRIMARY SCHOOL



Government of South Australia
Department for Education



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Primary student use of mobile phones and personal devices v.2 2.3.23

Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Mobile phone use for primary school students

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved [exemption](#) from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

Storage of personal devices

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

Student mobile phones will be handed to front office staff, the classroom teacher or kept in the student's school bag throughout the day and 'not seen or heard' throughout the school day. (individual teacher discretion dependent on year level)

If the student does not comply

Students breaching the policy will be instructed to pass the phone/device to the teacher or leadership member for the rest of the day and parent/carer will be contacted. The confiscated device will be kept in a secure and locked drawer in the front office.

If a student continues to breach the policy by using the device during school hours, the phone will be confiscated from the student and the parent will be asked to collect the phone directly from a member or representative of the leadership team.

Multiple breaches may result in the student being banned from bringing their device onto school grounds or alternative arrangements for the phone to be handed in at the front office in the morning and collected in the afternoon if parents/carers require their child to have access to it before and after school.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

- Expectations regarding mobile phone devices on camps will be detailed in parent consent information at the time.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Roles and responsibilities

Principal

- Make sure:
 - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
 - there is a process for regular review of the school's local policy
 - 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.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

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.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- 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.
- Use mobile phones for work-related/emergency purposes only when students are under their care.
- Personal mobile devices are to be switched to mute or discrete during class teaching and learning periods and during scheduled school meetings.

- In an emergency situation staff are to inform the Principal/Leader that their phone is on and they may need to answer at short notice.
- Teacher Mobile phones are to be taken when leaving the classroom with the class in the event that the Front Office needs to contact them.

Students

- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- 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.
- If a parent/carer needs to be contacted, this will be done via an adult, students ARE NOT permitted to use personal mobile phones to contact parents.
- Mobile devices are not to be taken on excursions or camps.
- Are not permitted to give out personal details/numbers of another person without permission from the person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.

Parents/Carers

- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- 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.
- Parents are not to contact students during the school day by mobile phone. If parents need to urgently contact their child they should follow normal procedure and phone the Front Office. Students will then be contacted and supported as necessary. Students are not to make phone calls without teacher permission.

Communication and review

This policy was ratified by the Governing Council on: 22 June 2023 and will be reviewed as part of the Hackham East Primary School review cycle and in the event of any incident which may prompt a review of the policy.

This policy will be shared with staff, students and parents/carers. The policy agreement below will need to be signed by students and parents/carers and returned to school before students will be able to bring mobile devices to school.

The policy is provided in the enrolment package and available to view in the Parent Information section on our school website.

Supporting information

Other Policies/Guidelines that support our local policy on student use of mobile phones and personal devices include:

- Hackham East PS School Behaviour Code Policy and Procedure
- Hackham East PS anti-bullying policy
- Hackham East PS ICT user agreements that are included in the school enrolment procedure.

[Anti-Bullying/Anti-Harassment Policy 2020](#)

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website:

[Mobile phones and personal devices at school \(education.sa.gov.au\)](http://education.sa.gov.au).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

Retain the above section at home.

Please return this section to your child's classroom teacher. (Teachers please return this to front office)

Student and Parent Agreement:

I agree to follow the processes outlined in the Mobile Device Policy at Hackham East Primary School. We agree that if there is a breach of the policy, students may lose the right to bring a mobile device to school.

Student Name: _____

Parent Name: _____

Student Signed: _____

Parent Signed: _____

Student Class: _____

Date: _____