

Memorial Oval Primary School Mobile Phone and Electronic Device Policy

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.

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 capable of sending or receiving messages or calls and/or able to connect to the internet, 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.

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

Memorial Oval Primary School's position is that primary aged students are not permitted to use their mobile phones and personal devices at school during the hours of 8.30am and 3.30pm or whilst on school grounds. The 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.
- 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.

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

Students who bring a mobile phone/electronic device to school will be asked to hand it in to their teacher as soon as they get into the classroom. The teacher will then place the phone in a secure place where it will be stored until the end of the day. Students with smart watches are permitted to wear them as long as they are not used to make or receive calls or send or receive any text messages. Where possible, families are encouraged to use management software to control and monitor the use of these devices during school hours.

Families are reminded that in cases of emergency, the school office remains the appropriate point of contact to ensure your child is reached quickly and assisted in the appropriate way.

All communication between a family member and a child at school needs to be done through the Front Office.

Memorial Oval Primary School

Respect, Responsibility and Resilience

Responses to Non-Compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

In the first instance, students will be verbally reminded to put their personal devices 'off and away'. If the student continues to use their device without permission, the teacher will ask the student to go to the front office and hand in their personal device(s) to be securely stored by staff. The student will be able to collect their device at the end of the school day.

Where a student repeatedly and intentionally breaches the requirements of this policy, or refuses to follow a staff member's direction to hand over a personal device that has been used inappropriately, a member of the school leadership team will contact home.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the Department's Suspension, Exclusion and Expulsion of Students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

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
- storage is provided for student personal devices that are handed in to school staff
- 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 families 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.

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 family).

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.

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Respect, Responsibility and Resilience

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.

Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

Respect others' rights to privacy and do not take photos, film or audio records of other people (visually/audibly) without their knowledge or permission.

Parents and Carers

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

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.

Where possible, use management software to control and monitor the use of these devices during school hours.

Communication and Review

Consultation has been made with students and the school community regarding the storage of students' devices.

Memorial Oval Primary School Policies can be accessed via; www.mops.sa.edu.au

Policies will be reviewed within a 3 year span.

Supporting Information

Other policies and procedures that may interact with the student use of mobile phones and personal devices include:

- Behaviour Support Policy
- Anti-Bullying Policy
- ICT User Agreements

Date Reviewed	Principal Signature	GC Chair Signature