Government of South Australia
Department for Education

Hallett Cove East
Primary School

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STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES AT

HALLETT COVE EAST PRIMARY SCHOOL

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.

(Please note that mobile phones/devices are not permitted at supervised overnight school events held within and outside of school hours such as school camps held off site or sleepovers held at school.)

Mobile phone use for primary school students

The position of the Department for Education is that primary aged students cannot use their mobile phones or 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 their phones/devices as they enter the school grounds before storing them at the beginning of the school day. They will not be able to access their phones/devices until the end of the school day. Mobile phones/devices need to remain switched off until students leave the school grounds.

Storage of personal devices

At Hallett Cove East PS students are discouraged from bringing mobile phones/devices to school. All urgent contacts between the family and the child during the day, need to be made through the front office team. Where parents choose to provide a phone/device for their child for reasons listed above, it must be clearly named with both the child's names and class. Students will be required to place their phones/devices in a designated locked box in their classroom. The teacher will keep this box in a secure location. Students can collect their phones/devices from the teacher at the end of the day. It is the responsibility of the student to give the phone/device to and collect it from the teacher. Any student who arrives late needs to leave the phone/device at the front office at sign in.

If the student does not comply

Non-compliance with this policy and misuse of mobile phones/personal devices may result in disciplinary action which may include, but is not limited to, one or more of the following and depends on the frequency or severity of the action that is taken by the student:

- Behaviour Thinking Room, Office Time Out, confiscation of the mobile phone/device, loss of IT access privileges during school time, parent contact, suspension or exclusion, SAPOL contact
- In the event that a mobile phone/device is confiscated, it will be locked in the school safe until the student's parent can arrange collection from the Principal or delegate.

Roles and responsibilities

Principal

Make sure:

- o this policy is clearly communicated and accessible to all students, staff, and families
- o there is a process for regular review of the policy
- o secure storage is provided for student mobile phones/personal devices that are handed in to school staff
- o processes are in place for monitoring internet and school network use by all members of the school community.
- o the policy and responses to instances of non-compliance are enacted.

- 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 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

- 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.

- Switch all personal devices off, on arrival at school each day and store it away as specified in this policy.

- 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

The HCEPS IT Committee, Staff, Governing Council and Student Lighthouse Leaders have been involved in consultation to develop this policy to align with Department for Education policy and expectations. The school community has received explanatory information and a copy of the policy through Audiri. A copy has been placed in enrolment packages and it is also available to view on the school's website.

Supporting information

This policy should be read in conjunction with the following policies that can be found on the school's website:

- School Behaviour Code of Conduct
- School Behaviour Management Guidelines
- Anti-bullying statement and procedures

This policy also sits alongside the "Acceptable computer network and internet use agreement" and "Consent Form – Child/Student Permission to use image, video and/or creative work of students and children" that parents and students have previously completed and that are stored in student files.

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).

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