

# Penola Primary School

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**PENOLA** PRIMARY SCHOOL

## Primary student use of mobile phones and personal devices

### Purpose

This policy provides direction to students, staff and families about managing mobile phones and personal devices that students choose to bring to school. Personal 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 phones and personal devices are not to be used during school times. This includes school camps and excursions. All calls placed by students during school hours are to be made via the front office or, when on camps and excursions, the school mobile phone. Calls from families or carers to children can be made to the front office and messages will be passed on. The use of other mobile phones or personal devices on camps and excursions will be determined by the teacher in charge.

### Mobile phones and Personal Devices 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 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.

Parents will notify the school if their child requires a phone and/or personal device.

## Storage of personal devices

If a student is required to bring a device to school it must remain in their school bag and switched off. The student may choose to give it to the teacher to look after for the day. The school is not responsible for the loss or damage of students' mobile phones and/or personal devices if brought to school.

## If the student does not comply

Outline:

- Misuse of mobile phones or personal devices may result in disciplinary action which includes but is not limited to removal of the device from the student's possession. The device will be stored in the front office or in the principal's office.
- The student's parent/s will be contacted and asked to collect the device.

## 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
- 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 mobile phone and 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 personal devices 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 mobile phones and 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 mobile phones and personal devices in line with department policy and procedures and any legislative requirements.

Make sure that any student mobile phones and 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 personal devices 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 and/or other personal device in a safe, responsible and respectful way.

## Communication and review

Outline:

- Consultation has been undertaken with students and the broader school community regarding storage of students' devices and what actions will be taken if students do not comply with the policy. Consultation will occur with staff, students and the Governing Council when it is time to review this policy.
- The policy can be accessed on the school's website [www.penolaps.sa.edu](http://www.penolaps.sa.edu) or a copy can be requested via the front office.
- The policy will be reviewed every two years. Next review 2/3/2023.

## Supporting information

Please refer to the following policies for further information:

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