

## **BERRI PRIMARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES**

*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.*

*Personal devices include, but are not limited to mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or call 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 the Bring Your Own Device (BYOD) agreement.*

### ***Rational***

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.

### ***Personal devices at school***

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 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 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 at school***

Students are required to hand in their personal devices to the teacher in the first instance or office as directed upon arrival at school each day. Students will be able to collect their device at the end of the day, or when being signed out early by a parent.

## ***Responses to non-compliance***

Where students use personal devices at school without an approved exemption, or use it inappropriately, there will be a response which includes but is not limited to:

- students will be verbally instructed to switch their personal devices off and store as directed. If the student refuses to cooperate the schools behaviour management steps will be implemented.
- Confiscation of the personal device, to be kept securely in the front office and to be collected by the parent/carer of the student or returned to the student at the end of the day.
- Time out
- Take home
- Suspension

Parents will be informed of the issues and the consequences that were implemented.

## ***Exemptions - Exceptional circumstances***

### **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

Please contact the school if you need to request an exemption due to exceptional circumstances. This request 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.

## ***Roles and responsibilities***

### **Principal**

- There is a process for regular review of the school's local policy
- The school's policy has been endorsed by governing council and is clearly communicated and accessible to all students, staff and families
- 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 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.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- 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.
- Assist with any student personal devices being handed in and returned to the student (or their parent) by the end of the same school day.
- 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.

### **Students**

- Comply with the requirements of this 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 away as specified in this policy.
- If permitted 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. Use should be confined to the issue/ reason for the exemption only.
- Communicate respectfully with others and do not use a mobile phone or other personal devices to bully, harass, or threaten another person.
- When using a personal devices during exemptions or agreed purposes 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 school's implementation of this policy, including the consequences for non-compliance.
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (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.

## Supporting documents

This document is supported by the following school policies:

- Behaviour management policy
- Anti-bullying policy
- IT user agreements
- Harassment policy
- Grievance policy

## Communication and review

Policies can be found on our school website [www.berrips.sa.edu.au](http://www.berrips.sa.edu.au) or by sending a request via the front office. This policy has been developed from the SA Education Policy as directed and is approved by the BPS Governing Council. The Policy is reviewed within 12 months of release and then every 3 years.

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

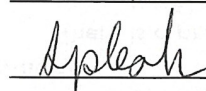
**Phone:** Free call: 1800 088 158

Date Completed: Term 2, 2023

Review Date: Term 2, 2024

Endorsed by School Governing Chairperson:

Sarah Plush (name)

 (signature)

21/6/23 (date)