



LYNDOCH PRIMARY SCHOOL

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Government
of South Australia
Department for Education

Principal: Melissa Babic (acting)

Primary student use of mobile phones and personal devices policy

Purpose

This policy provides direction to students, staff and families about managing mobile phones and personal devices that students choose to bring to school. Digital devices include, but are not limited to, **smartwatches, tablets or laptops**. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Mobile phone 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 and personal devices 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 and personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day (when they enter the school grounds at 8:30 am or after). They will not be able to access their device until the end of the school day (when they leave the school grounds at 3:15 pm or after).

Storage of personal devices

Mobile phones and personal devices at school should be given to the teacher or handed in to the front office at the beginning of the day and should be collected at the end of the day. Parents need to be aware that the student remains ultimately responsible for their personal devices, its use, abuse, loss or damage.

If the student does not comply

Step 1

Student is reminded of the policy. Personal devices will be confiscated and stored securely at the Front Office and returned to the student at the end of the day.

Step 2

If a student does not follow the policy for a second time, the personal devices will be confiscated.

Parent/Carer will be contacted to collect the confiscated device and asked to support and reinforce the school policy.

Step 3

Where a student has not followed the policy for a third time, personal devices will be confiscated.

Parent/Carer will be contacted to collect the personal device.

Student may be banned from having a personal device at school.

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
- secure 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 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 and personal devices 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 personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and personal devices 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 and 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 and personal devices 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 personal devices (or other personal device) in a safe, responsible and respectful way.

Communication and review

Outline:

- Consultation has been undertaken with students, staff and Governing Council to make local decisions regarding storage of students' devices and what actions will be taken if students do not comply with the policy.
- This policy will be promoted through the newsletter and Seesaw to ensure the school community members are aware of the policy requirements.
- The policy can be accessed <http://www.lyndochps.sa.edu.au/policies.html>

- The policy will be reviewed every 3 years or sooner if required through students, staff and Governing Council.

Supporting information

Links to any other policies and procedures that interact with this policy include the following:

<http://www.lyndochps.sa.edu.au/assets/Anti-Bullying.pdf>

<http://www.lyndochps.sa.edu.au/assets/Behaviour%20Levels%20Guidelines.pdf>

<http://www.lyndochps.sa.edu.au/assets/2017/Computing.pdf>

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