

# Parkside Primary Student and Staff use of mobile phones and personal devices policy 2021



## Purpose

The development of this policy provides direction to students, staff and families about managing mobile phones and other digital devices that are used while at 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. We do not offer a Bring Your Own Device arrangement at Parkside Primary School.

At Parkside Primary school our values are Respect, Enthusiasm, Achievement, Co-operation. In keeping with this policy we expect all staff and students to adhere to this in supporting the schools vision that “

*“At Parkside Primary School we provide an inspirational, diverse and creative environment where students are challenged to become confident, capable and productive contributors of society”*

## Mobile phone 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 Parkside Primary 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 away at the beginning of the school day. They will not be able to access their device until the end of the school day.

Please remember that the first contact point for students while at school is through the front office on 8271 2437 between 8:00am and 4:00pm each day. If you require a message to your child, please contact the school and we will then deliver the message to them as soon as possible.

## Storage of personal devices

When students arrive onsite they must ensure their mobile phone is not being used. Once classrooms open for the day, the following must occur:

- Students to turn off mobile device, this will ensure any synced devices will not be activated.
- Students to hand up device to classroom teacher, where it will be placed in a locked storage area

If there is a relief teacher that day the same rules will apply. The Reach value of 'Honesty' is extremely important in the handing in of devices. Parents will be asked to return an attached slip, indicating if it is likely that their child comes to school with a device. This assists the teacher in knowing who to expect a device from.

## If the student does not comply

If a student does not comply with the following policy:

- A warning will be given to the student on the first instance
- Second time the phone will be stored in the office for the day and can be collected at the end of the day.

If a student misuses their device inline with this policy and the Behaviour Support Policy:

- Parents will be contacted and maybe called in, letting them know of the infringement.
- Consequences will be set in line with the schools Behaviour support policy and Digital Devices code of conduct.

## 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 classroom teachers that the school provides for students to store their belongings
- 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 support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

### School Staff

At Parkside Primary School, all staff will model appropriate use of mobile devices.

Staff Expectations:

- while the carrying of mobile phones on yard duty is encouraged, they must only be used to contact the office if first aid is required or if there is an emergency.
- mobile phones are not to be used during teaching time unless an arrangement is in place with the Principal
- Staff are not to use personal mobile phone devices to store photos of students. All class teachers will be provided with a iPad for the classroom for this purpose

- Staff must be aware of and adhere to the protective practices found at this link
- All mobile phones must be turned off or put on 'silent' during meetings.
- Speak with their line manager if there is a situation in which mobile phone needs to be readily accessible

#### Staff will:

- 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 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.
- Liaise with leadership around any concerns raised from use of personal device
- Monitor list of students who bring, given by parent/s who are likely to bring in their personal device for storage

#### **Students**

All students at Parkside Primary School will:

- Comply with the requirements of the school's policy and follow all reasonable directions from leadership and school staff.
- Not communicate with family members during school hours with their personal device including digital watch devices. Students must use the appropriate communication channels through the front office when needing to contact home
- 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.
- Understand this policy and its relationship with the Digital Devices and Cyber-safety policy

#### **Parents**

Parents will:

- 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). Ensuring that their child is to always report to a school staff member in the first instance if they become unwell or experience an issue at school and to not use their own personal device

- 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

Outline:

- This policy will be reviewed at timely periods with all parties of the school. This includes staff and Governing Council members. It is recommended that policy is reviewed every two years. Therefore the next review date will be June 2023
- Consultation will occur with staff and Governing council before it is ratified.
- Policy will sit in the 'Policies' tab on the school website

## Supporting information

At Parkside Primary School the following policies provide support on the student use of mobile phone and personal devices, these include:

- [School behaviour support policy](#)
- [Digital Technologies Code of Conduct](#)

Principal Signature:

