



Elizabeth Vale School student use of mobile phones and personal devices policy

Rationale

The core business of Elizabeth Vale School is to promote and support teaching and learning in an environment free from unnecessary distraction or disruption. Use of telecommunications technology has become the norm rather than the exception for many of the families in the school. We aim to ensure communications are legitimate, appropriate and do not interrupt the good order of the school.

Purpose

The Elizabeth Vale School Governing Council and school staff acknowledge that many students have a mobile phone, and recognise that some parents and caregivers request that their child bring a mobile phone to school for before and after school safety and security reasons.

This policy provides direction to Elizabeth Vale School students, staff and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, but 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 phone use for primary school students

The department's policy 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 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. If parent and student contact is required through the school day for emergency or health reasons, contact can be made by phoning the school office on 82551307.

Storage of personal devices

If students bring a mobile phone or device onto the Elizabeth Vale School grounds during the school day they must:

- turn the phone or device off, and
- sign it in to the front office on their arrival

Front office staff will place the mobile phone or device into a sealable bag, and clearly label the bag with the student's name. The bags containing the mobile phone and/or devices will be stored in a secure and locked location for the remainder of the school day. Students will not be able to access their phone while it is stored, and can retrieve their phone from the front office at the end of the school day.

Students remain responsible for all of their personal effects whilst at school. Elizabeth Vale School cannot accept responsibility for any personal property brought to school by students, including mobile phones and devices. Mobile phones and devices are brought to school at entirely the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.





If a student does not comply

In line with our Student Behaviour Management Policy, students unable to follow our mobile phone procedures will have their mobile phone or device confiscated. The phone or device will be stored securely in the front office and handed back to the parent/caregiver at the end of the school day.

Parents and caregivers may be contacted and provided information regarding mobile phone use at school.

Roles and responsibilities

The **Principal** will ensure:

- 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 front office staff
- processes are in place for monitoring internet and school network use by all members of the school community

In line with department requirements, the **Principal** is required to:

- 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; and ensure that approved exemptions are documented and that relevant staff are informed
- 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

If the Principal reasonably suspects that a student has used a mobile phone to record a crime, the phone will be confiscated and handed to SAPOL **without the staff member opening the video message to view it**. Opening the video message may compromise evidence.

School staff will:

- 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
- 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
- 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

Personal mobile phones belonging to staff are brought to school at the owner's risk. Personal mobile phones are to be switched to mute or discrete during class teaching and learning periods, and during scheduled school meetings and interviews.



Students are required to:

- comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff
- 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
- 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

Parents are asked to:

- 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), and 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

Visitors and contractors are required to:

- switch their phones to mute or discrete when in public areas, including meetings, interviews and classrooms
- take and make mobile calls outside of teaching and learning areas
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Communication and review

The Elizabeth Vale School Governing Council has been consulted in the development of this policy. The policy and has been discussed with staff and students, and has been communicated to parents and families.

The policy is available on the school's website and can be accessed from the front office policy folder.

Supporting information

- Elizabeth Vale School Cyber Safety Policy
- Elizabeth Vale School Behaviour Policy
- Elizabeth Vale School anti-bullying policy
- ICT user agreements

MONITORING, EVALUATION AND REVIEW

Implementation: All Educators

Monitoring: Julie Murphy, Principal

Policy Reviewed: February 2021

