

Ratified by Governing Council on 20/5/2021

Publication Date	March 2021
Review Date	Annually
Authors	Deputy Principal – Education Sub Committee
Replaces	n/a
Related Documents	For further details refer to the Department's documents :- <ul style="list-style-type: none"> • <i>Student use of mobile phones and personal devices policy</i> • <i>ICT Acceptable Student User Agreement</i> • <i>Personal Device User Agreement</i> • Behaviour Support Policy https://www.education.sa.gov.au/behaviour-support-policies/greenwith-primary-school • Bullying Prevention policy https://www.education.sa.gov.au/bullying-prevention-policies-and-plans/greenwith-primary-school

Purpose

This policy provides direction to students, staff and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, mobile phones, 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 or camp.

At Greenwith Primary School (GPS) students are permitted to bring a personal device from home, provided they agree to and sign the following Greenwith Primary School Agreements:

- Personal Device User Agreement
- ICT Acceptable Student User Agreement

Definitions: A personal device is a mobile phone and Years 3 to 7 an approved Chromebook purchased **only** via the school's portal and under device management.

Students are not to be on their phones on school grounds. This includes before school and after school.

Smart watches should not be used as a communication tool during school hours (in lieu of a mobile phone) and be placed on silent mode with cellular data switched off, or put on aeroplane mode and handed to the teacher for secure storage (as per a mobile phone). If smart watches become a concern that is impacting student learning and wellbeing, this matter will be discussed with Governing Council.

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 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.

The process for contacting your child is via the Front Office. This supports your child in being focussed on their learning.

Storage of personal devices

Whilst we understand that some students may need to have a phone on them, it is expected that any student who brings a phone to school will hand it to their teacher at the beginning of the school day and 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. Class teachers will keep student devices secure within the classroom for the day and return them to the student at the end of the day.

If the student does not comply

The following information regards non-compliance:

- Greenwith Primary School would investigate and determine appropriate and logical consequences in accordance with our Behaviour Support Policy
- misuse of personal devices may result in disciplinary action which includes but is not limited to:
 - parents/caregivers contacted, a meeting may be arranged
 - suspension of IT privileges
 - confiscation of device, which would then be securely stored and returned to parent/guardian at arranged meeting

Students need to be aware that consequences will be applied as per the school's Behaviour Support Policy if any of the above are violated and could include – network lock out, revoke permission to bring the device to school, confiscation of device, suspension, Police notification etc. Internet activity is recorded and may be used in investigations.

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 respond 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.

GPS reserves the right to collect a device and examine any device, with parental permission, if there is reason to believe that there has been a violation of the policy regarding inappropriate use or content. Students must immediately report any inappropriate behaviour or content to the teacher.

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). Provide secure storage for all phones and devices within the classroom.

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.

Students

Comply with the requirements of the school's Personal Device User Agreement and ICT Acceptable Student User Agreement and follow all reasonable directions from the Principal and school staff.

Students need to be aware that consequences will be applied as per the school's Behaviour Management Policy if any of the above are violated and could include – network lock out, revoke permission to bring the device to school, confiscation of device, suspension, Police notification etc. Internet activity is recorded and may be used in investigations.

Mobile Phones and other devices are to be kept securely in bags upon entering and exiting the school grounds. They are to be handed to teacher at start of the school day for safe and secure storage throughout the day and returned to students at the end of the day.

Mobile Phones and other devices are not to be used during class time, including before school, recess and lunchtimes.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Students will not share their personal devices with other students. Only the student that brings the device may use the device. Personal log in details will be kept secure.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

Students are not permitted to bypass or hack into any hardware or software systems. No personal information about self or others is to be revealed.

Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

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.

The process for contacting your child is via the Front Office. This supports your child in being focussed on their learning.

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.

Students are responsible for the care of their devices. The Department for Education does not provide insurance for accidental loss or damage to devices brought to schools for use by students. However, claims may be met under the Department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school. Families are encouraged to take out insurance for accidental loss or damage to the devices. Protective casings, virus protection and personal engraving of devices are strongly encouraged and are to be actioned by families.

Chromebooks are **ONLY** to be purchased via the School portal and under device management by GPS IT.

Communication and review

This information will be reviewed as part of the Education-Sub Committee (ESC) policy review cycle.

Consultation regarding review will occur with staff, ESC and Governing Council members

This policy will be located on the Greenwith Primary School website

Supporting information

- ICT Acceptable Student User Agreement
- Personal Device User Agreement
- Behaviour Support Policy <https://www.education.sa.gov.au/behaviour-support-policies/greenwith-primary-school>
- Bullying Prevention policy <https://www.education.sa.gov.au/bullying-prevention-policies-and-plans/greenwith-primary-school>