



# East Marden

## PRIMARY SCHOOL

*'Learners today, Leaders tomorrow'*



# Mobile Phone Policy

Parent Information



Government of South Australia  
Department for Education

CRICOS Provider No. 00018A

*Respect, Kindness, Perseverance, Creativity*

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## MOBILE PHONES – STUDENT USE

### 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/smart 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, during school hours.

### Scope

This policy applies to:

1. All students at East Marden Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### Definitions

A mobile phone is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### Policy

East Marden Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At East Marden Primary School:

1. Students who choose to bring mobile phones to school must have them switched off and stored in the administration office during the day. Phones should be passed to the office Administration person when the student arrives at school
2. Phones can be collected at the end of the school day
3. Exceptions to this policy may be applied in exceptional circumstances in consultation with the Principal. e.g. medical reasons.
4. When emergencies occur, parents or carers should reach their child by calling the school's office.

### Personal mobile phone use

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.

In accordance with the Department's Mobile Phone Policy issued by the Minister for Education, personal mobile devices must not be used at East Marden Primary School during school hours, including lunchtime and recess.



## Storage of personal devices

Mobile devices owned by students at East Marden Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that East Marden Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, East Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At East Marden Primary School students are required to hand their phones into the school administration office to be placed in a secure location.

## If the student does not comply

Students who use their personal mobile phones inappropriately at East Marden Primary School may be issued with consequences and parents notified. If a mobile phone is confiscated it will be securely stored in the office until the end of the day and the parents will be notified. If misuse is of a serious nature, consequences can include suspension.

At East Marden Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

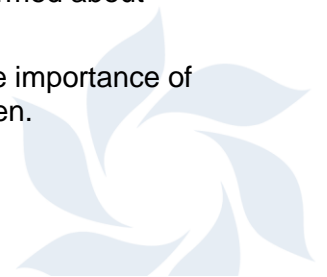
- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

## 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 and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- 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 support families to understand the importance of promoting safe, responsible and respectful use of mobile phones 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 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 policy and follow all reasonable directions from the Principal and school staff.
- 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.

## 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 (or other personal device) in a safe, responsible and respectful way.

## Communication and review

This policy was last updated in Term 1 2021 and is scheduled for review in Term 4 2023.

This policy was reviewed by School Staff and Governing Council Members in 2020.

This policy can be accessed on East Marden's School website.

## Supporting information

This policy links to East Marden Primary School's Behaviour Education Code and Computer User Agreement.

*This policy was last ratified by School Council in 2020*