



Salisbury Downs Primary School

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Mobile Phone and Personal Devices Policy

STATEMENT

Salisbury Downs Primary school's core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption.

Therefore the school discourages the bringing of mobile phones to school by students but understand that families may believe that a mobile phone is necessary for student safety and family communication outside of school hours.

Therefore mobile phones are allowed on the premises within the parameters of this policy.

PURPOSE OF THIS POLICY

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, 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 unauthorised school activity such as an excursion, during school hours.

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.

Students are not allowed to take photos/videos of other students in our school uniform on the school site. Students are not allowed to upload these photos to ANY social media page.

STORAGE OF PERSONAL DEVICES

Mobile phones and other personal devices need to be passed up to the classroom teacher at the start of the day to be locked away in a cupboard and returned at the end of the school day.

IF THE STUDENT DOES NOT COMPLY

Students found to be using a mobile device during school hours will have it confiscated and will be able to collect it from the front office after school. Should a second offence occur, the phone will be confiscated and a parent/caregiver must collect it or give written permission for the phone to be returned to the student.

Misuse of personal devices may result in disciplinary action.

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 the cupboards that the school provides for students to store their phones and personal devices 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 the department policy and procedures and 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 the 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 the 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.

Staff and volunteers should have their phones to silent and should not take or make personal calls during learning time

Staff may only use their phones to set reminders for student needs (eg-medication) or as timers to signal the end of lessons.

Students

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

Students will not use mobile devices on school grounds or when involved in any activities associated with school.

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.

Students are not to upload images, photos or media of any student on school grounds or in our school uniform onto any social media platform.

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.

Students are not to be contacted by mobile device during school hours. In case of emergency, the school office (8258 7560) remains a vital and appropriate point of contact to ensure your child is reached quickly and assisted in any appropriate way.

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.

Please note, the school accepts no responsibility for-

- Lost, stolen or damaged phones or devices
- Students who lose or have their mobile device stolen travelling to and from school.

Photographs, images or media taken of children by community members must not be uploaded to the internet or published in any way, unless permission is given by that child's parents/caregivers.

APPROPRIATE USE OF MOBILE PHONES

Students, staff and community members with mobile phones should not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, making phone calls or using social media.

Students using mobile phones to bully other students will face disciplinary action at school.

Parents/caregivers of any students affected by any bullying or harassment will be advised to lodge a complaint to SAPOL as this type of behaviour contravenes the telecommunications act.

The school will not be involved in disputes and/or investigations over damage, loss, theft and accepts no responsibility for replacing lost, stolen or damaged devices.

CYBER BULLYING

The mobile phone is the quickest and easiest way to cyber bully.

Cyberbullying can occur in many ways, including:

- Abusive texts
- Hurtful messages, images or videos
- Nasty online gossip and chat
- Humiliating others through social media sites

Students using mobile phones to cyber bully others or pass inappropriate content will have the matter investigated; documented and appropriate action will be taken.

Students/parents or caregivers will need to provide evidence of cyber bullying so the school can respond in the appropriate way.

In serious cases parents/caregivers will be called in for a meeting to discuss the matter and if necessary police will be consulted with the possibility of prosecution.

Salisbury Downs Primary School will continue to educate our students around cyber bullying and appropriate use of mobile phones.

COMMUNICATION AND REVIEW

Consultation has been undertaken with students and the broader school community to make local decisions regarding storage of students' devices

Policies will be reviewed and be ratified by Governing Council within 3 year span.

Compiled March 2021

