



## Primary student use of mobile phones and personal devices

### 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 and NDIS approved two-way communication devices 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 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.

### Storage of personal devices

At the start of each day students will attend the school office, will turn off their digital devices and hand their digital devices (including but not limited to mobile phones, smart watches, tablets, iPads, Kindles, e-readers and NDIS approved two-way communication devices such as the SpaceWatch and Nuttag Seek) to Jenny on the front office desk. Once the bell has gone, Jenny will place the devices in a locked cupboard of the administration area. Students will collect their digital devices from the front office desk at the conclusion of the school day.

### If the student does not comply

If a student does not comply, the mobile phone or smart device as identified within the policy, will be confiscated and stored in the secure school office cupboard.

If there is continued non-compliance, the student's family will be contacted to advise them and the school will work with them to create an alternative solution.

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**12 Church Street, Hahndorf SA 5245**

**Tel:** 08 8388 7058  
**email:** [dl.0163\\_info@schools.sa.edu.au](mailto:dl.0163_info@schools.sa.edu.au)

**Fax:** 08 8388 7928  
**website:** [www.hahndorfps.sa.edu.au](http://www.hahndorfps.sa.edu.au)

## 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 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.

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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 (ie phone or email) 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.

Will negotiate the use of NDIS approved devices before they are implemented in the classroom.

## Communication and review

The school will communicate with parents either by phone or email if any problems occur regarding students adhering to the guidelines contained in this policy.

Parents are able to contact the school by phone or email should they have any concerns relating to this policy or its implementation.

This policy will be reviewed on an annual basis and will be available for parents to view on the school website.

## Supporting information

We refer parents to the ICT user agreements signed on enrolment and our Student Behaviour Management policy.

Whilst we are happy and willing to provide well-being support should inappropriate activities occur outside of school hours relating to the inappropriate use of digital devices, we cannot take any disciplinary action for incidents that happen outside of our control. Our Deputy Principal can advise families on avenues for support.

## Exemptions from the policy

Requests for exemptions from parents need to be in writing and will be considered by the Principal or their delegate on a case-by-case basis. Approved exemptions will be documented in the student's health care plan, learning plan or student file.

\* digital devices with capability of connecting to a cellular communication network, the internet or both.

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