



# **Mobile Device Policy**

At Bellevue Heights Primary School we believe it is important to promote and support teaching and learning in an environment free from unnecessary distractions or disruption.

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. This policy applies while students are at school, or attending an authorised school activity such as an excursion or camp, during school hours.

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.

If parents/caregivers need to contact their child urgently, they should phone through the school office, and the student will be contacted and supported where necessary. It is important to maintain this direct link between home and school.

If a student brings a mobile device to school they are asked to keep it in their bag and turned off at all times.

Phone calls in school hours are to be made via the school office. Mobile phones are not to be used during school times including recess and lunch times. (8:40 a.m. – 3:50 p.m.) Electronic devices are not to be used during lesson times. Inappropriate use of mobile devices will result in their confiscation until the end of the day / excursion.

Confiscated devices may be collected from the school office between 3.30 and 4.00 pm. A note informing parents of a breach of policy will be included in the student's diary and needs to be signed by a parent/caregiver and returned to the classroom teacher the next morning.

Parents/caregivers, Visitors, Contractors are to switch their phones to mute or discrete when in public areas, including meetings, interviews and classrooms. All visitors are to take and make mobile calls outside teaching and learning areas.

This policy will be reviewed from time to time as technology advances and changes to the mode of communication technology, and the way it can be used.

## **Roles and responsibilities**

### **Principal**

Will 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

Enforce the policy and responses to instances of non-compliance.

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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.

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**

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

Policies can be accessed via; <https://www.bellevueps.sa.edu.au/policies/>

Policies will be reviewed within 3 year span.

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