



STRADBROKE SCHOOL

Mobile Phone and Personal Device Policy

Purpose

This policy provides direction to students, staff and families about managing mobile phones and other digital devices students choose to bring to Stradbroke 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 authorised school activity such as an excursion, during school hours.

Mobile phone use for school students

The department's position is that primary aged students cannot use their mobile phones and smartwatches at school during school hours. The department and the school recognise 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;
- student health plan/management;
- parents contacting them outside of school hours.

During school hours students are not permitted to access or use their mobile phones or other personal devices. Students must switch off 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

Students who bring a personal digital device to school must switch it OFF and hand their device to their classroom teacher for secure storage for the day.

Students are NOT ALLOWED to access their device during the school hours of 8.30am-3.10pm on school grounds. Smartwatches must also be handed to their classroom teacher for secure storage for the day.

If the student does not comply

Should a student be found using their device during the school day, the student will be required to hand their device to their classroom teacher for secure storage. The student's family will be notified of the use during school time and that the device was required to be taken from them, and returned at the end of the day.

Students who repeatedly do not comply with these storage requirements will be required to hand their device to a member of the Leadership Team for secure storage during school hours. The student's family must then collect the device from the Administration building at the end of the day.

Parents will be contacted should the student be required to hand in their device to a Leadership Team member due to persistent non-compliance of the policy. Through family consultation a plan will be developed which will aim to achieve compliance in the future.

Roles and responsibilities

Principal

The Principal will ensure:

- 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 for students to store their belongings and will ensure this is 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/guardians on a case-by-case basis. Make sure approved exemptions are documented and 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

School staff will:

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.

Manage and ensure any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent/guardian).

Model appropriate use of mobile phones and other digital devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Students

Students will:

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. All exemptions are subject to the device being used appropriately and only for the purpose specifically permitted by the exemption. Exemption usage will be documented in student's One Plan.

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

Respect others' rights to privacy and will not take photos, film or audio records of other people.

Students will not show or share the content on their device with peers.

Parents

Parents will:

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 and communication of the policy will occur with staff, students, parent community and Governing Council prior to being published. Final ratification of the policy will be approved by Governing Council.

The Stradbroke School Mobile Phone and Personal Device policy will be accessible for all via the Stradbroke School website. <http://www.stradsch.sa.edu.au/policies>

This policy will be reviewed annually.

Supporting information

The following policies can be accessed via the Stradbroke School Website at:
<http://www.stradsch.sa.edu.au/policies/>

- Behaviour Code
- Anti-bullying and Harassment Policy
- Chromebook User Agreement and Learning Technology Chromebook User Agreement
- Cybersafety User Agreement Reception to Year 4 / Year 5 to Year 7

By signing below, we, the student and parent/caregiver agree to follow and accept:

- This Mobile Phone and Personal Device Policy in its entirety
- The only app to be used during school hours is xxxxxxxxx
- In no event will Stradbroke School or Kids' Zone be held liable to any claim of damage, negligence, or breach of duty

Student agreement

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Student Name

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Signature

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Parent Name
Date

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Signature