



Mobile Phones and Personal Devices

Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches, earbuds/headphones, gaming consoles and other digital devices that are capable of sending or receiving messages or calls and/or are able to connect to the internet, as well as personal laptops, Chromebooks or tablets that are not owned by the school.

Rationale

With the widespread and increasing ownership of mobile phones and other devices among students, it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.



Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

Storage of personal devices at school

Students are required to store personal devices in a device locker located in their homegroup classroom. They are not permitted access to personal devices (mobile phones, tablets, smart watches and earbuds/headphones) from the start of the school day (8:50am) to the end of the school day (2:30pm or 3:20pm).

During homegroup each morning, students will turn their devices off or place them in flight mode before storing them in the locker. This includes taking off and storing any wearable devices that fit the definition of this policy, such as smartwatches and earbuds/headphones.

Students must keep their personal device locker secure using a padlock. The school will provide a padlock and key to new students or students may choose to use their own padlocking system. If the student is unable to open their padlock, then the school will cut the padlock off and the student will be responsible for purchasing a new padlock. The school will sell basic replacement padlocks.

If students are unable to store their personal devices in their locker due to not having a suitable lock or key, then they are required to lodge their devices at a device locker in Student Services. A receipt will be provided. It is the responsibility of the student to retrieve their personal device at the end of the school day.

If students are unable to store their devices in lockers due to excursions or another event, then devices are to be turned off and stored in student bags. When this is to occur, teachers will make this requirement clear on consent forms and risk assessments.

Responses to non-compliance

The requirements for personal devices to be stored in lockers is enforced in all classrooms across the school with homegroup teachers establishing “phones off and away” as part of the morning routine, and end of day subject teachers establishing “phones returned” as part of the end of day routine.

Students who are not compliant with these requirements shall:

In the first instance be reminded of their responsibilities by the class teacher and given a chance to be compliant.

Where non-compliance continues or the device is unable to be stored in the designated storage location, students will be asked to lodge their phone in a locker in Student Services and a receipt provided for student to present to homegroup teacher. The device can then be retrieved after school. It is the responsibility of the student to retrieve their device at the end of the day.

Where a student repeatedly and intentionally refuses to comply with the mobile phone policy or refuses to follow a staff member’s direction in relation to a personal device that has been used inappropriately, it will be referred as a behaviour education issue to an appropriate member of the leadership team who will confiscate the device and contact home.



Where a student's misuse of personal devices is serious, the school leadership team may need to consider responses in line with the Department's suspension, exclusion and expulsion of students policy.

If illegal behaviour is suspected, then SAPOL will be contacted.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Roles and responsibilities

Principal

- Ensure:
 - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families.
 - there is a process for regular review of the school's local policy
 - device lockers are provided for student personal devices in each classroom
 - 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.
- Consider requests for exemptions from the policy. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.



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.
- 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 legal requirements.
- Ensure students who are given exemptions to access their personal device use it appropriately and only for the specified purpose.
- Make sure that any student personal devices handed in are stored in Student Services and are returned to the student by the end of the same school day.
- 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. Use mobile phones for work-related/emergency purposes only when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- 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 while at school.

Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds.
- Use the school's formal communication channels in all instances to communicate with the school or to contact their child during school hours (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.



Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

June 2023





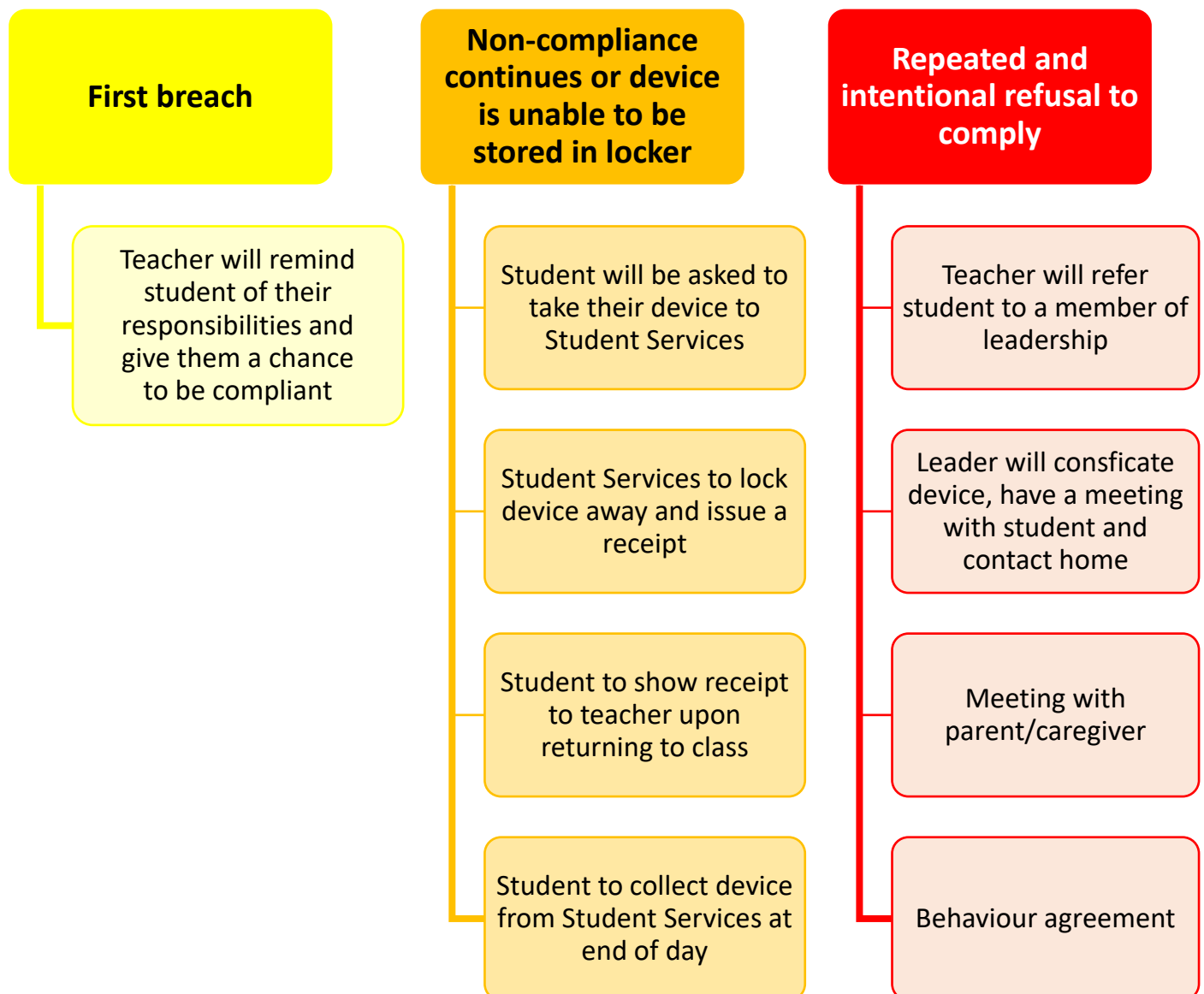
Mobile Phones and Personal Devices

Summary of Non-compliance Procedures

Personal digital devices include mobile phones, smart watches, earbuds/headphones, gaming consoles and other digital devices that are capable of sending or receiving messages or calls and/or are able to connect to the internet, as well as personal laptops, Chromebooks or tablets that are not owned by the school.

The requirements for personal digital devices to be stored in lockers is enforced in all classrooms across the school with homegroup teachers establishing “phones off and away” as part of the morning routine and end of day subject teachers establishing “phones returned” as part of the end of day routine.

Students who are not compliant with these requirements:



June 2023