



Munno Para

PRIMARY SCHOOL

Respect, Responsibility, Success



Mobile Phone and Personal Electronic Device Policy

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, 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 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.

Please remember that the school can be contacted on 8254 8322 between 8:00am and 4:00pm each day. If you require a message to your child, please contact the school before 2:30pm. We cannot guarantee messages will be delivered after this time.

Storage of personal devices

Students must sign their device in at the Front Office, where it will be kept secure by the front office admin staff and pick it up at the end of the day

If the student does not comply

Students caught with a personal electronic device during school time or who are unwilling to comply with the above request will be subject to the school's Behaviour Policy. For example, misuse of personal devices may result in disciplinary action which includes but is not limited to;

- confiscation by a member of leadership. In this instance, the phone will be stored securely (as per storage guidelines) and returned to the student or parent/carer at the end of the day
- phone call home to parent/carer
- internal suspension
- external suspension





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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

- while the carrying of mobile phones on yard duty is encouraged, mobile phones are *not* to be used during teaching time.





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- All mobile phones must be turned off or put on 'silent' during meetings.

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

Outline:

Munno Para PS has had a mobile phone and electronic device policy in place for a number of years, whereby students are required to hand their device in to the front office staff at the beginning of the day. The front office staff then securely store the device until the end of the day when the student can collect it back. The original consultation involved the governing council and a newsletter article asking for feedback on the proposed policy prior to it being published by the school.





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The storage of devices will continue to be in a central location within the school – Front Office. Non-compliance with the policy will result in the leadership team following the behavior support policy, outlined above.

This policy will be reviewed by staff and the governing council every year.

The policy will be uploaded to the school webpage, to ensure all community members can access it.

Policy ratified by staff. Date: June 2021
Endorsed by Governing Council Date: 21 June 2021
Review date: June 2022

