



MONASH PRIMARY AND PRESCHOOL

Primary student use of mobile phones and personal devices 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. 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 switch to mute their devices before storing them in the front office, at the beginning of the school day. They will not be able to access their device until the end of the school day. Students with a smart watch / device will be permitted to wear the watch in 'School mode' only. School mode means that from 8.30am – 3.20pm, the device must be disabled from making or receiving phone calls and text messages, taking photographs, videos or recording and playing games.

Storage of personal devices

If a student has a legitimate reason to bring their mobile phone or have a personal device at school, it is a requirement that they bring it to the front office where it is signed in and stored in a safe and secure area. At the end of the day, the student can sign the device out and take it with them.

If the student does not comply

A consequence for non-compliance will be confiscation of the personal device. The student's device will be securely stored and their parent/carer contacted to advise them that their child's device is being stored at the office. The device will be returned to the student (or their parent) at the end of the school day.

Roles and responsibilities

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 at the front office and placed in locked cupboard.
- processes are in place for monitoring internet and school network use by all members of the school community.

The Principal will 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.

The Principal will also 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.





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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.
- Make sure that any student personal devices handed in for their care are stored in a secure location at the front office 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 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.
- 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 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 with Governing Council and staff regarding storage of students' devices in the front office and actions taken if students do not comply with the policy will occur annually.
- This policy will be included in enrolment packs and on our school website.

Supporting information

These documents support this policy implementation:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.

*Endorsed: July 2021
Reviewed June 2023*

