



## Mobile Phone/ Electronic Device Policy

Governing Council Endorsed: June 2021

Review Date: 2023

### Purpose

At Ingle Farm Primary School, we take pride in our school culture by promoting safe, respectful communication and the appropriate use of electronic mobile devices.

This is consistent with our school values and ensures our focus is on teaching and learning. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

As a school we discourage having mobile phones at school. This policy provides direction to students, staff and families about managing mobile phones and other digital devices that students choose to bring to school.

### Procedure

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:

- ensuring their safety while travelling
- parents contacting 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.

### Roles and Responsibilities

#### Students

- Bring phones/ electronic and personal devices to school at their own risk (staff will not manage disputes relating to loss, damage or theft)
- Hand devices to class teachers to be secured during the school day
- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff. <https://www.ifps.sa.edu.au/wp-content/uploads/2020/02/Behaviour-Code-Policy-2020-Final.pdf>
- 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.

## **Families**

- Reinforce that devices are to be kept secure during the school day
- 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.
- Acknowledge that confiscation is a possible consequence for non-compliance, where the student's device will be securely stored and how the device will be returned to their parent.

## **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 (documented) exemption.
- Bring personal devices to school at their own risk
- Turn devices to silent during learning time and in shared areas throughout the school day
- May not use devices with students unless part of student learning plans (with required media consents)
- 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 and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

## **Supporting Policies**

<https://www.ifps.sa.edu.au/our-school/reporting-and-policies/>