Mil Lel Primary 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 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.

As our core business is teaching and learning, staff, students and parents expect an environment free from unnecessary distraction and disruption. Any telephone contact between parents and students between 8:30-3:45pm must be made via the Front Office as we are able to transfer calls to classrooms and other work areas in our school.

**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.

**Storage of personal devices.**

Mil Lel Primary School prohibits the use of mobile phones and personal devices during school hours and therefore personal mobile phones and devices are brought to school at the owner’s risk. The school will not accept any responsibility for loss, damage or investigation in such instances.

We ask, that if personal mobile phones and devices are brought to school that:

* they are switched onto “silent” and left in the Front Office from 8:30am -3:45pm

**If the student does not comply**

Any use of mobile phones or personal electronic devices by students during school hours is against our Student Behaviour Management Policy.

* Appropriate consequences will be applied including confiscation of the mobile phone, followed by a phone call to inform parents.
* If confiscation is a possible consequence for non-compliance, the student’s device will be securely stored in the Front Office and will be returned to them (or their parent) at the conclusion of the school day.

**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
* 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 and 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:

* Staff, students and the wider school community have been consulted in regards to this policy, its contents and what actions will be taken if students do not comply with the policy.
* This policy can be located on the Mil Lel Primary School website – [www.millelps.sa.edu.au](http://www.millelps.sa.edu.au)
* This policy will be reviewed in 2027.

**Supporting information**

Please also see our:

* Mil Lel Primary School Anti-bullying policy
* Mil Lel Primary School ICT user agreements.