



Woodville Gardens
School

Student Mobile Phone & 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 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.

Storage of personal devices

Students are required to surrender their mobile phones and other personal devices with the teacher in charge of their class for the day. This may include a relief teacher, member of the leadership team or staff member in charge of an excursion.

Phones are to be turned off before being handed in to minimise disruption to learning programs.

The teacher in charge will secure the mobile phone in a secure cupboard or drawer for the day.

Teachers will log the mobile phones handed to them daily using a register. Where a teacher is not present during dismissal they are responsible for ensuring that students will be able to access their devices.

If the student does not comply

- Where a phone or device has been confiscated, the phone will be held by a member of the senior leadership team eg. Principal or Heads of School in The Administration building.
- Families or carers will be contacted by Senior Leaders and phones will be returned to a parent or carer.
- The student will be asked to sign an agreement that they will adhere to the schools mobile phone policy if they wish to continue to bring their phone or device to school.
- If a child refuses to surrender their phone, a parent /carer will be called immediately and asked to retrieve the phone.



Woodville Gardens School

- The student will be supported to re-engage using safe and respectful behaviours through the schools behaviour code. Consequence for not following the policy will be in line with: ongoing and persistent refusal to follow the school's behaviour code. These consequences range from Time out through to Suspension for ongoing persistent defiance.
- Students will be asked to work in the Administration building to ensure that the rights of staff and students are respected until their phone or device has been handed to a parent or carer.

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 and
- 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.



Woodville Gardens School

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

- Leadership, staff and School Ambassadors have contributed to the local context of the policy.
- The policy is ratified by Governing Council and then published as part of the School newsletter and website.
- The schools policy is made available on enrolment.
- The policy will be reviewed annually by students in Years 3-7, led by student ambassadors and every three years by Governing Council.

Supporting information

This policy is supported by the Woodville Gardens School, B-6:

- WGS, B-6 School behaviour code,
- Bully busting program
- Student ICT user agreements.