



## MOBILE PHONE POLICY

Christie Downs Primary School is an inclusive school where staff work together to provide quality learning outcomes for each individual child in an integrated and inclusive environment.

Positive working relationships between all members of the school community are based on mutual respect, trust, honesty, commitment, open communication, co-operation, collaboration and equality.

***Our philosophy is to foster an  
inclusive teaching and learning environment that challenges students  
to reach their potential through high  
expectations and meaningful relationships***

### 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 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 to and from school.
- 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' mobile phones or personal devices will be securely stored at school either in classrooms or in the Front Office.

## IF THE STUDENT DOES NOT COMPLY

- Phone will be confiscated and stored in a secure location and returned to student/parent/carer.
- Parent/carer will be contacted.
- Misuse of personal devices may result in disciplinary action.

## ROLES AND RESPONSIBILITIES

### Principal

- Ensure this policy is clearly communicated and accessible to all students, staff, and families.
- Ensure there is a process for regular review of the policy.
- Ensure secure storage is provided for student personal devices that are handed in to the front office staff.
- Ensure 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.

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 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 directions from the Principal and school staff.
- 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

- The Mobile Phone Policy can be accessed from the school Front Office and the school website.
- The Mobile Phone Policy will be reviewed every year.