

Bowden Brompton Community School

PRIMARY STUDENT USE OF MOBILE PHONES & 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 expected to visit the front office on arrival and hand in their personal device to a BBCS staff member.

It is the responsibility on the student or parent to collect their mobile device on dismissal or at the end of the school day.

If the student does not comply

Student to be reminded by a BBCS staff member of the policy and sent to the front office to hand in their device

BBCS staff to seek to understand barriers for non-compliance

BBCS staff to communicate non-compliance with parent/caregiver

BBCS staff to meet with student and parent/caregiver to develop strategies for compliance or seek an exemption

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 individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- 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

Consultation has occurred with Governing Council members, the school's Leadership Team and Personnel Advisory Committee.

The BBCS Leadership Team conduct annual review of all school policies to ensure that there is alignment to Departmental Policies.

School policies and procedures are accessed on via the school's internet page or through Teams for staff specific policies and procedures.

The policy was reviewed on June 2021 and the next scheduled review is December 2022

Supporting Information

Links to

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/school-administration/mobile-phones-in-schools>

<https://edi.sa.edu.au/supporting-children/behaviour-and-attendance/bullying/bullying-prevention-strategy>

Bowden Brompton Community School

SECONDARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES

Purpose

This policy provides direction to students, staff and families about managing personal 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.

During the school day students are not permitted to access or use their mobile phones or other personal devices unless they have parental consent and permission from the Head of Campus. 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.

Mobile phone use for secondary school students

Our school recognises 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

Subject teachers may request permission for students to access their device as part of a specific lesson which will need to be supported by the parent and Head of Campus. The teacher will need to provide documented lesson plans for the purpose of the request.

Storage of personal devices

Students are expected to visit the front office on arrival and hand in their personal device to a BBCS staff member. It is the responsibility of the student or parent to collect their mobile device on dismissal or at the end of the school day.

If the student does not comply

Student to be reminded by a BBCS staff member of the policy and sent to the front office to hand in their device
BBCS staff to seek to understand barriers for non-compliance
BBCS staff to communicate non-compliance with parent/caregiver
BBCS staff to meet with student and parent/caregiver to develop strategies for compliance or seek an exemption

Internet connection for personal devices

BBCS does not support personal devices being connected to the school's ICT network.

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 individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- Processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the policy and respond 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

Consultation has occurred with Governing Council members, the school's Leadership Team and Personnel Advisory Committee.

The BCS Leadership Team conduct annual review of all school policies to ensure that there is alignment to Departmental Policies.

School policies and procedures are accessed on via the school's internet page or through Teams for staff specific policies and procedures.

The policy was reviewed on June 2021 and the next scheduled review is December 2022

Supporting Information

Links to:

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/school-administration/mobile-phones-in-schools>

<https://edi.sa.edu.au/supporting-children/behaviour-and-attendance/bullying/bullying-prevention-strategy>