

CAMBRAI PRIMARY SCHOOL

Phone and Device Policy

Primary student use of mobile phones and personal devices

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, travelling to and from school on the bus.

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 or on the bus to or from school. The department and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school for a specific reason.

If parents need to contact their child whilst on the bus – all parents have the number of the school and the driver. This would only be in exceptional circumstances.

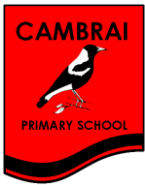
During the school day students are **not permitted to access or use their mobile phones** or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

Storage of personal devices

These steps are to ensure the safety of the school community and to enable us to monitor who is in contact with your child/ children while in our care.

No phones are needed by students. Please contact the front office if you need to get a message to your child. Any phones or devices brought to school must remain in the student's bag for the duration of the school day – 8.45am – 3.10pm. No calls are to be answered or made. All communication is through the front office. In an exceptional situation calls made by your child are to be made in the front office supervised by staff.

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| Actual review date | 2 March 2021 |
| Ratified by Governing Council | 16 March 2021 |
| Scheduled Review Date | 2 March 2024 |



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These steps are to ensure the safety of the school community and to enable us to monitor who is in contact with your child/ children while in our care.

If the student does not comply

If these guidelines are not followed, the phone/ device will be placed in the care of the front office until the end of the day. Parents/Caregivers will be notified.

- The behaviour management process will be implemented if the child does not comply.
- Parents do not have the right to override this policy. This is a state wide directive.

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.
- secured storage is provided for student personal devices that are handed in to school staff. If a student chooses to keep the device in their bag – it is at their risk.
- 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.

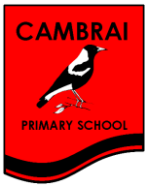
Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

School staff

Deliver learning opportunities and maintain a safe and productive learning environment.

Respond to instances of non-compliance in line with the school's policy.

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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.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person. **This includes out of school hours.**

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.

Monitor the child's activity on a device – This may involve removing the device from the child's room at night.

Communication and review

This policy is available on request. It has ratified by the Governing Council and brought to the attention of all staff and students.

Supporting information

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.
- Child Protection Curriculum

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