



Student use of mobile phones and personal devices at Prospect Primary School

Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school's Principal under this policy

Roles and responsibilities

Students

Students will:

- turn their mobile phone or electronic device off once they enter the school grounds and ensure it is not visible to others
- not have a mobile phone or electronic device in their possession during school hours
- ensure mobile phones are switched off during school hours 8.30am – 3.10pm. Phones are not to be used on school grounds. Phones are to be given to the teacher and placed in a locked cupboard
- not keep personal mobile phones or electronic devices in school bags during the school day
- not take personal mobile phones or electronic devices on camps or excursions
- notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school
- not bring any electronic devices such as iPods, iPads, electronic games to school unless given specific permission from their teacher e.g. a special end of term "Electronics Day"

In the event that a student's device has internet access, the school/staff will not bear any responsibility for any network data charges.

Principal

- Make sure:
 - the school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
 - there is a process for regular review of the school's local 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
- consider requests for exemptions from the policy from parents due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption
- model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children
- report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements

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
- 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 legal requirements
- ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded
- 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) by the end of the same school day
- 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
- ensure that personal mobile phones are switched off or turned to silent in professional meetings
- ensure personal phone calls are not taken or made whilst they have duty of care for students – in the classroom, on yard duty or whilst supervising any activity on or off school grounds
- communicate with Leadership if there is an exceptional reason they may need to access their phone during professional meetings or whilst they have duty of care of students
- ensure that photos will not be taken of students on their mobile devices; however, they may take photos of the students' learning to be displayed in the class or to be placed in a student's digital portfolio. Any photo of a student's learning may not include the face of that student
- when requested, staff will do their best to ensure there is an opportunity at the end of an assembly or event for parents to take photographs of their own children

Leadership and staff will access their mobile phones to assist in response to emergencies.

Parents

- support the school's implementation of this policy, including the consequences for non-compliance
- encourage their child not to bring a personal device to school unless necessary
- understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case)
- use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (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
- ensure to switch their phones to mute or discreet when in public areas, including meetings, interviews and in classrooms
- take and make mobile calls outside teaching and learning areas
- call the Front Office Administration as the first point of contact, (phone 83445696) to pass on a message to their child and in cases of emergency. Similarly, students will be able to use a school phone in emergency situations
- not take photos or videos on their mobile phone or other electronic devices of any student, other than their own child, during school hours, which includes assemblies, excursions and camps. Permission from the parent would need to be obtained if an image includes another student. Awareness of this needs to be taken into account when uploading and / or sharing images on social media or the internet. The school will provide cameras for incursions / excursions and camps. Some parents have requested that their child not be photographed in any circumstance. Parents may take photos of their own children at the end of an assembly or event when away from other students

Responses to non-compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

Misuse of mobile phones or electronic devices at school will be brought to the attention of the Principal (or delegate) for appropriate review of the student's privilege (in case of harassment, please refer to the Prospect Primary School Cyber-Safety Agreement).

If a phone is found in a student's possession during school time, an appropriate consequence will be enforced, and the student will be required to immediately lodge the phone at the Front Office. Parents will be contacted if this is the case. The student will be able to collect the phone at the end of the school day.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language

- the student has extenuating personal circumstances that require them to have more ready access to their personal device

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the Principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Supporting links

Links to Prospect Primary School's policies and procedures that support this policy on the use of mobile phones and personal devices can be located on our website.

<https://www.prospectps.sa.edu.au/parent-information/school-policies/>

- Anti-Bullying and Harassment
- Behaviour Support Policy
- Camps and Excursions
- Child Protection Policies and Guidelines
- Cyber Safety Use Agreement
- E-Communication

Communication and review

- consultation of this policy has been undertaken with students, staff and Governing Council to make the decision regarding the storage of students' devices and what actions will be taken if students do not comply with the policy
- when reviewing these local decisions consultation will occur with students, staff and Governing Council
- to ensure community members are aware of the policy requirements, the policy is available on the school website
- the policy is to be reviewed in three years (2026)

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158