



ALAWA PRIMARY SCHOOL

POLICY

TITLE OF POLICY: Mobile Phone Policy

EFFECTIVE DATE: 31/10/2017

LAST REVIEW DATE: November 2022

NEXT REVIEW DATE: November 2027

TARGET AUDIENCE: Staff Parents, Students and Carers

1. POLICY

This policy outlines the appropriate use of Personal digital devices, including, but not limited to, mobile phones, smart watches, tablets, laptop computers, music and video players, still and video cameras, voice recorders, instant messaging services, digital assistants, handheld games, smart devices and similar.

2. BUSINESS NEED

The staff and School Council of Alawa Primary School recognises that many students and their families own a personal digital device that is used as a part of everyday life. We also recognize that some parents/guardians request that their child/ren bring a personal digital device to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions.

The major issues relating to the use of personal digital devices in educational environments include:

- misuse having profound effects on students' health and wellbeing
- disruption to educational programs through the receipt and transmission of messages
- privacy concerns related to the ability of many devices to take photographs or record conversations without the knowledge of those being recorded
- access and interface with inappropriate materials via the internet
- potential for cyber bullying including the sender's belief that they have anonymity
- loss or theft
- potential for breach of copyright

- responsibility to take reasonable steps to prevent persons being harmed, such as by access to inappropriate materials, by cyber bullying, by defamation or threats of violence.

Therefore, the school strongly discourages the bringing of personal digital device to school by students. The school is prepared to allow personal digital device on the premises but only within the parameters of the policy as stated below.

3. SCOPE

To inform all members of our school community about the appropriate use of personal digital devices at our school. To outline the procedures and processes of this policy.

4. GUIDELINES

Staff: During teaching time, while on playground duty and during meetings, personal digital devices will be switched off or put on 'silent' or 'discreet' mode. Except in urgent or exceptional situations, personal digital devices use is not permitted during teaching time, while on playground duty and during meetings.

Students: In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.

Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for personal digital devices. Personal digital devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged personal digital devices.

There are no reasons why a student needs to have in their possession or use a personal digital device during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

In line with the NTG Department of Education Personal digital device policy, Students are advised that if they bring a personal digital device onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission slip and they must hand the phone in at the office before school and collect it at the end of the school day. The phone will be secured in the office and students can retrieve their phone at the conclusion of the day.

If students do bring their personal digital device to school it should be clearly marked with their name.

Smart watches can be kept on the wrist of your child but must be turned to flight mode. This mode will not give students digital updates and will ensure your child continues to engage in a focused learning environment.

Sanctions

In line with our Student Wellbeing and Behaviour Policy, students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to parent at the end of the day)
- An office time-out or in school suspension
- Communication with parents/guardians regarding personal digital device use at school
- A student being banned from bringing a personal digital device onto the school grounds

Inappropriate Use

Generally, personal digital devices will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operations of the school; or
- Threatens or is likely to threaten the safety or wellbeing of any person; or
- Is in breach of any law

Inappropriate use of personal digital devices will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Wellbeing and Behaviour Policy.

It should be noted that it is a criminal offence to use a personal digital device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of personal digital devices, apply equally to the inappropriate use of portable computer games, ipods and similar devices.

Exemptions

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

5. ROLES AND RESPONSIBILITIES

It is the responsibility of students who bring personal digital devices onto school premises to adhere to the procedures in this document and this will be supported and reinforced by parents/carers to ensure acceptable use of these devices.

Permission to have a personal digital device at school while under the schools supervision is contingent upon parent/carer permission in the form of a signed copy of this policy. Parents/carers may revoke approval at any time and must notify the school of their decision in writing.

It is everyone's responsibility to demonstrate and model respectful language and behaviors in line with the core values of Alawa School:

- Respect
- Encouragement
- Pride
- Personal Best

Staff, led by the leadership team, will be responsible for the implementation and monitoring of compliance of the policy. Non-compliance will be reported to the Principal and dealt with at the Principal's discretion.

The policy will be reviewed by school staff and the Principal in 2027.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

The policy links to the PERSONAL DIGITAL DEVICES IN EDUCATIONAL ENVIRONMENTS POLICY which states that:

- The Department of Education (the department) supports the use of emerging technologies for educational delivery and personal development in physical and online environments, that promotes safety and wellbeing while minimising the opportunity for children to be harmed.
- All Northern Territory (NT) Government schools are required to align to this policy and implement procedures governing the acceptable and appropriate use of personal digital devices, including mobile phones, in their educational environments
- Schools, led by principals, must manage personal digital device usage through their whole-school approach to student wellbeing and positive behaviour, including educating students about safe and appropriate use through targeted and planned delivery of the technologies and health curriculum

[Personal digital devices in educational environments policy](#)

7. EVALUATION

The policy will be reviewed by the Alawa School Council November 2027