



Indulkana Anungu School

Primary and Secondary 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.

Indulkana Anungu School Policy

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 primary 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.

Mobile phone use for secondary school students.

During the school day secondary students are not permitted to use their mobile phones or other personal devices during lesson times unless they have permission from a teacher in special circumstances approved by the principal, as part of their learning. They will not be allowed to use their phone for phone calls, text messages, photos or any social media. 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, unless at Kapati and lunch in the student common area.

Storage of personal devices

At Indulkana Anungu School mobile phones will be stored securely in the front office or in a locked cupboard in learning areas.

If the student does not comply

Leadership will be notified and the phone will be removed and locked securely in the front office area and can be collected at the end of the day or returned to a parent/caregiver.

If students' misuse their devices this may result in the following consequences depending on the severity of the action:

- Reminder of expectations.
- Referred to front office
- Contact families about misuse.
- If cyberbullying occurs then follow DfE guidelines and consequences.
- Provide support and further education if required for families and students.

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.
- 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.

Indulkana Anangu School phone expectations for staff:

- *Staff mobile phones should be switched off or turned to silent mode during lesson times and stored out of sight.*

- *Staff mobile phones should be switched off in silent mode during professional meetings or when they are engaged in professional activities.*
- *Personal phone calls or messages should not be taken or made while teachers SSO's or AE's have duty of care for students – in the classroom, on yard duty or while supervising any activity on or off school grounds.*
- ***(Staff to be familiar with and adhere to Protective Practices for Staff in their interactions with children and young people. DfE guidelines.)***

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.

Indulkana Anangu School phone expectations for community member and volunteers.

- *Adults who are participating in activities, meetings interviews or in learning spaces should have their phone switched to silent to avoid disruptions to learning.*
- *Photographs taken by community members must not be uploaded to the internet or published in any way, unless permission is sought from the parent/caregiver of the child.*
- *All parents and visitors are to take and make mobile phone calls outside teaching and learning areas*

All members of the school community:

- *Student staff and community members with mobile phones/devices should not engage in personal attacks, harass another person, or post private information about another person using SMS message, taking/sending photos or objectionable images, making phone calls or using social media.*
- *Students using mobile phones to bully or harass other students will face disciplinary action at school. This may include family meetings, suspension or involvement by SAPOL*

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Communication and review

Outline:

- Anangu Educator's and Governing Council will support the school in helping the community be aware of the policy.

- The policy will be reviewed every 3 years. The next review will be in 2024