



# Keller Road Primary School

Keller Road Primary School  
Keller Road, Salisbury East SA 5109  
Telephone: (08) 8258 3842  
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Government of South Australia  
Department for Education

## 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.

### 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 bring their mobile phone to the Deputy Principal's office on the first morning bell. Phones are switched off or turned to silent. Each student has a named zip lock bag to store their device in. Devices are stored securely in the Mobile Phone Box until the final bell. Students then come to the DP office to collect their device.

### If the student does not comply

- If students do not comply with the policy they will be in breach of our school's Code for Success. Misuse of personal devices may result in disciplinary action which includes but is not limited to time out the yard, internal/external suspension and/or information being passed to SAPOL for further investigation.
- If a student does not comply with the policy the device will be confiscated and stored securely in the front office until a parent/ caregiver is able to collect.



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## 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
- 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.

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.



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## 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.

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

- This policy has been developed after consultation with staff, students and the broader school community in line with Department for Education guidelines.
- The policy can be accessed on Keller Road Primary School website, hard copy at the site and on Skoolbag.
- This policy will be reviewed bi-annually or under direction from Department for Education.

## Supporting information

This policy is supported by and compliments the following school documents:

- Keller Road Code for Success
- Keller Road anti-bullying policy
- Keller Road ICT user agreements.

All of these documents are available for viewing on our school website or hard copy from the school.