

Policy	 Hallett Cove South Primary School
Mobile Phone and Personal Devices	
Version: 1.0	
Date endorsed: June 2021	
Owner: Hallett Cove South Primary School	

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.

Scope

This policy applies to all students attending Hallett Cove South Primary School, Preschool and OSHC service.

Policy Statements

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 checking them in for secure storage 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 who bring a mobile phone or personal device to school are required to hand it in to either the classroom teacher or front office staff upon arrival at school each day. The device will be checked-in and stored in a secure location. Students are responsible for the collection of their device at the end of each day. Any device that is brought to school and not checked-in is done so at the individual's own risk. Hallett Cove South Primary School does not assume any responsibility for the damage and/ or loss of items that have not been checked-in.

Management of students with personal devices during school hours

Any student found to be in possession of a mobile phone or personal device during school hours will be instructed to check the device in at the front office immediately. School staff are permitted to request that a student hand-over their device so that it can be stored securely.

Those who repeatedly fail to comply with the mobile phone and personal device policy will be managed in line with the school's behaviour policy and procedure. Parents/carers will be contacted in such instances.

Review Date

January 2024