

# Primary student use of mobile phones and personal devices policy

March 2021

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.

The use of telecommunications technology has now become the norm rather than the exception for many individuals. Students, parents and teachers are accessing this resource in increasing numbers and North Haven School respects the right of parents to provide mobile communication devices for their children for a variety of reasons.

To ensure our core business of teaching and learning is conducted in an environment free from unnecessary distraction or disruption, school structures have been put in place for parents, students and staff to contact each other and be contacted during the school day in cases of emergency through the school office.

## 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

- Student personal devices need to be handed by the student owner to the school office staff, switched off or muted, at the beginning of the day (or as soon as they arrive at school) and collected by student owner at the end of the day.
- Student personal devices will be securely stored by finance office staff in the finance office.
- A written request is to be submitted, by parents, to the Principal explaining the need for the mobile device to be at school if an exemption to this policy is required.

## If the student does not comply

Misuse of personal devices may result in disciplinary action which includes but is not limited to:

- A REMINDER / WARNING with explanation/clarification of what child is doing wrong, and names recorded. The device will be securely stored in the school finance office and can be collected by the child at the end of the day.

- Student behavior requiring a time out. The device will be securely stored in the school finance office and can be collected by the child at the end of the day.
- **FORMAL CONFERENCE** with either the Principal or Assistant Principal. The device will be securely stored in the school finance office and can be collected by the child at the end of the day.
- After two or more Formal Conferences a parent interview will be arranged. This will be up to the discretion of the Principal / Assistant Principal and dependent upon the incidents and the student's attitude and negotiation. The device will be confiscated from the student and the parent will be asked to collect it from the school office.
- **SUSPENSION** may occur depending on the severity of the incident. The device will be confiscated from the student and the parent will be asked to collect it from the school office.

## Roles and responsibilities

### Principal

- Will ensure:
  - 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.
- Teaching and support staff have access to school mobile phones when required for excursions and camps.

### 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.
- Personal mobile devices are to be switched off / to silent during scheduled school meetings.

### 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.
- Do not post images, video or personal information of other students on social media.
- Avoid any involvement with material or activities that could put at risk personal safety, or the privacy, safety or security of the school or other members of the school community

## 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.
- Model appropriate use of mobile phones and support their children to understand the importance of promoting safe, responsible and respectful use of mobile phones.
- All parents and visitors are to take and make mobile calls outside teaching and learning areas.

## Communication and review

- Staff and Leadership consultation is followed by ratification of Policy by Governing Council.
- The Primary student use of mobile phones and personal devices Policy can be accessed on School Administration drive -J:Quality Framework.
- This Policy is to be reviewed every two years – February 2023 - or as directed by DFE Operations and Management.

## Supporting information

### Related policies

NHS Countering Bullying Policy – Student Information  
 NHS Countering Bullying Policy – Parent Information  
 NHS Student Behaviour Management policy  
 NHS Camps / Excursions/Incursion Procedure  
 NHS ICT acceptable use agreement policy agreement  
 NHS Staff Acceptable Use Policy Agreement  
 NHS School Community Grievance Procedure

*The following Department for Education resources relate to mobile phones in schools, e-crime, online bullying, and cyber safety:*

Student use of mobile phones and personal devices at school policy  
 Cyberbullying  
 Bullying Prevention Strategy  
 Cyber safety school resources  
 Procedures for the suspension, exclusion and expulsion of students  
 Social media for schools and preschools policy

*Governing Council approved: 16/3/2021*