

Cambridge Primary School

Use of Mobile Phones by Students at School Policy

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1. Purpose

To provide schools with support and additional information on the requirements for implementing the Department of Education policy on the *Use of Mobile Phones by Students at School*.

This document should be read and developed in association with the Department of Education policy on the *Use of Mobile Phones by Students at School*.

2. Policy Statement

The Department of Education does not permit the use of mobile phones by students in Tasmanian Government Schools unless for the approved exemptions outlined below.

It is important to note that it is not a requirement at Cambridge Primary School for students to have a mobile phone at school. Some schools may be implementing the Bring Your Own Technology (BYOT) Policy and processes and this would fall under the approved exemption of direct teacher instruction.

Cambridge Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their child/children with mobile phones. This policy details the restriction and management of mobile phones at Cambridge Primary School

CONDITIONS OF USE

- Students must not use mobile phones from the start to the end of the school day from Kindergarten to Year 12.
- Students must have their phones switched off and appropriately stored from the start to the end of the school day.
- Students with 'smart watches' must have them set to 'aeroplane mode'.
- Mobile phones must be switched off and handed to the classroom teacher before the start of the school day. Students can collect their mobile phone at the end of the school day. The classroom teacher will ensure the student's mobile phones are easily identifiable.
- All "tech" (smartphones, tablets, iPads, smartwatches, etc) are to only be used when under the direct supervision of classroom teachers.
- Students are not to use any "tech" while under the primary duty of care of the school, unless supervised by the classroom teacher.
- This means, phones and tech are not to be used on school grounds by students unless involved in learning tasks supervised by the classroom teacher. This includes before and after the school bell when under the primary duty of care of the school. For example, before the start of Daily PE, waiting for the late bus in the afternoon and when on school activities outside of normal school hours (ie Camp, Maths Relay Competitions, etc)

3. Exemptions

Requests for exemptions must be submitted to the Cambridge Primary School for consideration.

Cambridge Primary School students may only use their mobile phone for an **approved** exemption as listed below:

- For students with a reasonable adjustment to a learning program because of a disability and/or learning difficulty.

- For students with health conditions where a mobile phone is used to monitor the condition.
- For students who are young carers.
- For students undertaking school activities outside of school hours that are not on school campuses.
- Where students have been given direct instruction by a teacher to use their mobile phone for educational purposes (including under the BYOT policy/procedures).
- For students experiencing extenuating circumstances other than the above, where agreed by the principal or their delegate.

COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY

- While at Cambridge Primary School, students are the responsibility of the school. All communication between parents/carers and students, during school hours, must occur through the school office.

Example 1:

- Cambridge Primary School has a duty of care for all students while they are at school. In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff. If parents/carers need to contact their children, they are asked to contact the school office directly.

Example 2:

Cambridge Primary School has a primary duty of care for students once they enter the school grounds after being on a bus or their parents leave the school site, as such, all communications when students are under our primary duty of care is to occur through the office. If parents need to get a message to students, they are to contact the office before 2:15pm and the school will pass the message onto the student at the end of the day. If there is a need for urgent communication during the day, the office can facilitate this.

Example 3:

- Where a student has been granted an exemption, the mobile phone can be used by the student for the purposes of the exemption only. Phone use will be monitored by school staff. When not in use, for the purposes of the exemption, the phone must be switched off and stored, in accordance with this policy.

4. Non-compliance with this policy

- Non-compliance with this policy will be managed in accordance with the school's Respectful Student Behaviour Policy.

Example 1:

- Students who do not comply with this policy may have their mobile phone confiscated and held at the school office. The parent/carer may be informed and requested to collect the mobile phone at their earliest convenience.

Example 2:

- In the case of repeated inappropriate mobile phone use by a student, the Principal or their delegate may request the student not bring the mobile phone to school.

Example 3:

- Further disciplinary action, in accordance with Cambridge Primary School Respectful Student Behaviour Policy may be a result of repeated non-

compliance and/or depending on the circumstances of the non-compliance.

5. Supporting information

- Frequently Asked Questions for Families

STORAGE OPTIONS

Schools must determine an appropriate storage approach for student mobile phones in consultation with their School Association.

Schools may use a range of storage and student mobile phone identification approaches that are appropriate to the context of their school's mobile phone policy and management procedures.

Examples of student mobile phone storage and identification systems include, but are not limited to:

Storage (classroom or school office)

- Mobile phones are handed to the classroom teacher on arrival. They are to be stored in locked containers for the day. The Teacher is to hold the key.
- Mobile phone is handed in to school office and kept in clear plastic snap lock bag with name clearly marked on bag and switched off if students prefer or if directed by the school.

6. Definitions

Mobile phone

Is a mobile device with access to a cellular (telecommunications) system, with or without a physical connection to a network. This includes smart watches, tablets, and associated listening accessories, such as, but not limited to, headphones and earbuds.

Responsibilities: Must and May

- The word 'MUST' is to be interpreted as being mandatory.
- The words 'is to' and 'are to' are to be interpreted as directory (highly recommended).
- The word 'may' is to be interpreted as being discretionary or enabling as the context requires.

School hours

Is the official start time of the school day, to the official end time of the school day.

7. Legislation

- Secretary's Instruction No 3 for Unacceptable Behaviour of Students and Volunteers at, and Visitors to, State Schools or School Activities
- Secretary's Instruction No 4 for Suspension, Exclusion, Expulsion or Prohibition of State School Students

Internal Information Only*

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