Mobile Phone and Personal Device Policy

Purpose

The purpose of this Policy is to help promote:

- Safe environments with reduced negative impacts of inappropriate use of devices at school. Such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones.
- Classroom environments where teachers can teach and students can learn, free from distractions caused by personal devices.
- Use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face – to-face connections with peers.

It provides direction to students, staff, and families about managing mobile phones and other digital devices that students choose to bring to school.

Personal devices include, but are not limited to:

Smartwatches, tablets, phones, or laptops that are not part of a separate Bring Your Own Device arrangement.

This policy applies while students are at school, attending an authorised school activity such as an excursion, during school hours and if students are in After School Care and at Vacation Care at OSHC.

Mobile phone use for primary school students

The Department for Education's position is that primary aged students cannot use their mobile phones and other personal devices at school during school hours.

During the school day students are not permitted to access or use their mobile phones or other devices. Students must switch off their personal devices before handing them to the teacher for storage at the beginning of the school day.

They will not be able to access their device until the end of the school day to ensure the safety of students whilst traveling home on their own or to enable parents/caregivers to contact their children outside of school hours.

Exemptions

East Adelaide School recognises that there may be reasons relating to:
- Monitoring and tracking of a health condition.
- The device is a negotiated adjustment to a learning program for a student with a disability.

In these circumstances, the parents/caregivers of the student are to provide relevant information to the principal who may approve the use of a mobile device for this purpose.

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Whilst on school grounds students will:

- Turn their mobile phone or other personal device off *once they enter the school grounds.*
- Not have access to a mobile phone or other personal device during school hours.
- Phones are to be given to the class teacher to be placed in a secured cupboard.
- Ensure that smartwatches are not internet enabled during school hours.
- Phones are to be given to OSHC responsible persons, to be placed in a secure drawer/cupboard.

Phones are not to be kept in school bags.

Students are not to take personal mobile phones or other personal devices on camps or excursions.
Student phones are NOT to be taken into the yard at any break time.

The school accepts no responsibility for replacing lost, stolen, or damaged mobile phones or other personal devices if students do not hand in their phone to the class teacher.

If the student does not comply

It is expected that all students will comply with the requirements of the school's policy and follow all reasonable directions from the principal and school staff.

Misuse of mobile phones or other electronic devices at school will incur the student an appropriate consequence. The consequences will be dependent on the context in which the breach occurs, ranging from counselling to confiscation.

If a device is confiscated the Principal or delegate will inform the parent and student when and how the device will be returned.

Repeated breaches of this policy and as a last resort, it may be necessary for the school to consider responses to non-compliance in line with the suspension, exclusion and expulsion of student's procedure, including take homes.

Breaches involving cyber bullying and harassment, transmission of explicit images, photographing, recording, or uploading inappropriate content will be managed and reported in line with departmental policies and procedures.

Behaviour support policy (edi.sa.edu.au)
Suspension, exclusion and expulsion of students procedure (edi.sa.edu.au)
Responding to online safety incidents in South Australian schools (edi.sa.edu.au)

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Roles and Responsibilities

Principal

- 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 response 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 of 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.
- 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 students' 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.

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 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 device to bully, harass or threaten another person any time of the week, day, or night.
- 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.
- Inform the class teacher that their child will be bringing a phone to school to use for safety purposes on the way to and from school.
- 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 your child to always report to a staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role parents 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 is reviewed and updated annually by staff and ratified by Governing Council.
- This policy is communicated with students at the start of each year and reviewed throughout the school year.
- Access to East Adelaide School policies can be viewed via the school website or upon request from the school.

Definitions

Mobile phones and personal devices covered by this policy include:

- Mobile phones and smart phone.
- Smart watches and other wearable devices that can send and/or receive calls and messages and/or connect to an internet network.
- Laptops, iPads, tablets that are not owned by the school, and were not brought to school by the student under a separate BYOD agreement.
- Any other devices with capability of connecting to a cellular communication network, the internet, or both.

Supporting Information

- EAS Anti-Bullying and Harassment policy
- EAS Behaviour Education policy/procedure
- EAS Bring your own device policy and agreement
- EAS Cyber-Safety User Agreement for Primary/Middle Years students

Date for Review: **31 January 2026**

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