



# Gilles Street Primary School

## Personal Digital Device Policy

Developed & ratified: June 2021

Policy review: June 2023

### 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, mobile phones, smart watches, gaming consoles, 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 a camp or excursion.

### Scope

This policy applies to all Gilles Street Primary School students, staff, visitors, volunteers and service providers whilst on site at school and while attending school events off site (including camps and excursions).

A Personal Digital Device encompasses all digital devices capable of accessing and using the internet and / or communicating with other devices and / or people.

### Rationale

The increased ownership of Personal Digital Devices (PDD) requires that school administrators, teachers, students and parents take steps to ensure that these PDD are used responsibly.

Gilles Street Primary School is committed to providing an environment that is safe and free from unnecessary distractions and harassment. The Personal Digital Device Policy is designed to ensure that appropriate guidelines are set for the use of such devices and potential issues can be clearly identified and addressed.

Gilles Street Primary School understands that parents give their children mobile phones and other digital devices as important communication tools. These devices are used to protect them from everyday risks involving personal security and safety whilst travelling alone to and from school.

Teaching and learning are our core business. For this reason student PDD use should not disrupt classroom lessons or be used during breaks such as lunch and recess time.

This policy works alongside the GSPS 'Bring your Own Device Policy' as well as the 'Acceptable Use Agreement' that all staff and students sign.

**Gilles Street Primary School accepts no responsibility for replacing lost, stolen or damaged devices that are brought to school.**

### Personal digital device use for primary school students

The South Australian Department for Education (department) 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 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 their devices and store them in their bag before entering school grounds at the beginning of the school day. Students will not be able to access their device until leaving school grounds at the end of the school day.

### Storage of personal digital devices

Students will:

- Turn their Personal Digital Device off before entering the school grounds
- Store switched off device in their bag for the duration of the school day
- Not turn device back on again until leaving school grounds at the end of the day
- Not take devices out of bag under any circumstances at a break time or during any other outside activity



### If students do not comply

Breaches of the PPD Policy may result in the following action:

- First offence – student PDD confiscated, and returned to student at the end of the day
- Second offence – student PDD confiscated until the end of the day and returned when parent or caregiver collects it from the school office
- Third and subsequent offences - as for second offence, and in line with the GSPS Behaviour policy which will include lunch time Reflection
- Ongoing refusal to comply with this policy may result in suspension

Please note:

- Accessing the internet or using any communication software, app or program that accesses the internet, via third party WIFI or 3G/4G/5G, while at school or involved in school activities is forbidden under both the Acceptable Use Agreement and the BYOD Policy. Breaches of this nature may have additional consequences that could include suspension of rights to access the school internet network as well
- Incidents of digital or online bullying or harassment will be responded to in line with the GSPS Behaviour Support Policy

### 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
- Processes are in place for monitoring internet and school network use by all members of the school community
- All students are aware that their device needs to be turned off and in their bag before they enter the school grounds. It is to remain in their school bag until they leave the site for the day

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 / caregivers 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. 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).

Revisit this policy with students at the beginning of each year, and as necessary to ensure student understanding.

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.



To model our commitment to this policy, school staff will:

- Switch off or place on silent PDD during class, yard duty and meetings to model good practice and ensure distractions do not occur. Offsite staff on camps / excursion or using their PDD to maintain contact with the school while on Park Duty are examples of exceptions and flexibility with this expectation
- Ensure personal calls, text messages and/or emails are not taken while they have duty of care for students. While pressing or urgent personal matters may override this responsibility, such disruptions should be kept to a minimum
- Ensure they do not use PDD to take photo, video or audio recordings of students. They may however, make recordings of student learning for communication to parents, families and the wider school community. These video or still image recordings will not include student faces or other identifying details

A school mobile phone will be available for staff use while on camps, excursions or other situations when they are off site and showing duty of care to students.

### 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.

The use of a PDD to take photos, video or audio recordings is not permitted on the grounds of GSPS or while involved in school activities under any circumstances. Students are not, at any time to make calls, send text, multimedia, email or any other message to a parent, student or any other member of the community while on school grounds or while a participant in an activity associated with Gilles Street Primary School.

Students will not use PDD during school time or activities to access the internet, whether through school Wi-Fi or 3G/4G/5G networks. The only exception to this will be a device covered under a Bring Your Own Device Agreement (BYOD) with their current teacher.

If a parent/caregiver needs to contact their child during the school day, or a child needs to contact their parent/carer, this can be done via the school landline - 8223 5184.

### Parent / Visitor / Service Provider Responsibilities

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.

Turn PDD to silent when entering meetings, assemblies, teaching spaces and the office area.

Take and make calls outside of teaching and office areas.

Not take photo or video images on their PDD of any student other than their own child during any school activity, whether they are on site at Gilles Street Primary School or at any other location. If a teacher asks such a person to take class images or video for class records, then this MUST be done on a school owned device.



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Developed & ratified: June 2021

Policy review: June 2023

### Communication and Review

Review of GSPS Personal Digital Device Policy has been in line with Department for Education Mobile Phone Policy.

Consultation has been undertaken with the School Council.

The GSPS Personal Digital Device Policy can be accessed at [www.gillesstps.sa.edu.au/Whole-School-Publications](http://www.gillesstps.sa.edu.au/Whole-School-Publications)

This policy will be reviewed in March 2023.

### Supporting Information

Students who do not use PPD in an appropriate manner will be responded to in line with the following policies

- Personal Digital Device Policy
- GSPS Bring Your Own Device (BYOD) Policy
- GSPS / DfE Acceptable Use Agreement
- GSPS Behaviour Support Policy