



**Woodcroft Primary School**

Inspiring engaged, resilient and creative learners

## Woodcroft Primary School mobile phone policy



**Government of South Australia**  
Department for Education

# Document control

Document officer	Governing Council
Contact number	8322 2784
Related policies	
Applies to	All WPS students and families
Replaces	
Approved by	Governing Council
Date approved	
Publication date	April 2020
Prepared by	Jayne Ralph and Kim Davis
Next review date	Feb 2023
Review	
Review	
Review	
Review	
Review	

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## Title

Woodcroft Primary School mobile phone policy

## Purpose

The increased ownership of mobile devices requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits that mobile devices provide can continue to be enjoyed by our students.

## Scope

This policy applies to all current students of Woodcroft Primary School.

Woodcroft Primary School has established this policy so teachers, students and parents understand the appropriate use of personal mobile phones and smart watches during school hours.

In order for students to have a mobile phone at school during school hours, students and their parents/ guardians must first read and understand this policy.

It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child before and after school hours. Parents are reminded that in cases of emergency during school hours our front office staff or classroom teachers are to be contacted. This remains a vital and appropriate point of contact so we can ensure your child is reached quickly, and assisted in any appropriate way.

## Policy detail

Mobile devices must be switched off during school hours and must be left in students' bags. They should not be removed during school hours.

The device must be turned off at the front gate and not turned on again until the child is ready to leave the school grounds at the end of the day.

## Rationale

Mobile phones should not be used to make calls, send SMS messages, access the internet, take photos or any other application during the school day.

Teaching and learning is our core business and for this reason, mobile phones should not disrupt classroom lessons by ringing or beeping.

## Theft or damage

Students who bring a mobile phone onto school premises must turn it off and put it in their bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who have mobile phones are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones which are found in the school and whose owner cannot be located should be handed to the front office. They will be kept in a secure place until collected.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure no unauthorised use of mobile devices by other people. Students must keep their password/pin numbers confidential. Mobile devices and/or passwords must not be shared.

## Inappropriate conduct

Students should never engage in personal attacks, harassment or [post private information](#) about another person. The school's behaviour code will be followed if students are found to be using mobile phones to bully or harass anyone. Parents of students affected by any bullying or harassment will be advised to lodge a complaint with their service provider and the police. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

These student expectations are outlined and linked to other school policies including responsibility for personal devices, our behaviour code and our grievance procedure.

## Exceptions

A small number of students require a mobile phone for a medical purpose as documented in their health care plan. If your child fits this exception the front office will need a copy of the health care plan.

# Roles and responsibilities

Role	Authority/responsibility for
Leadership	Ensuring all families, students and staff have access to this policy and support everyone in adhering to the requirements. Actively engage in the review process.
Teachers	Monitor students and make first point of call discussions with parents/ carers of students that are not adhering to the policy. Liaise with leadership if students consistently don't follow the policy. Actively engage in the review process.
Parents	To support the school's mobile phone policy and their children's role in regards to the use of mobile phones. Actively engage in the review process.
Students	Adhere to and support the policy. Actively engage in the review

process.

## Monitoring, evaluation and review

This policy will be reviewed every 3 years (in accordance with the Department for Education policy framework) or earlier if required by legislative or organisational imperatives.

Site managers will provide ongoing monitoring of their site's/service's compliance with this policy.

## Definitions and abbreviations

Term	Meaning
Private information	eg: images, media, photos, recordings, video, phone calls
Social media	eg: text message, email, Facebook, Tik Tok, Snapchat, Instagram
Mobile phone	Including mobile phones and smartwatches
School hours	8.30am-3.20pm and 2.30pm Wednesdays

## Supporting documents

Social media for schools and preschools policy (intranet only) [social-media-for-schools-and-preschools-policy](#)

Social media guideline (intranet only) [social-media-guideline](#)

### E-crime, online bullying and cyber safety

There are many resources available for schools about e-crime, online bullying and cyber safety, including:

- [Australian Curriculum](#)
- [eSafety Commissioner](#)
- [Connected | A community approach to bullying prevention within the school gates and beyond](#)
- <https://www.education.sa.gov.au/search/cyberbullying>
- [Cyber-safety, bullying and harassment](#)
- [Child protection curriculum – information for parents and carers](#)