

FEBRUARY 2025

Mobile Phone and Device Policy

Bagdad Primary School

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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, Children and Young People (DECYP) policy on the *Use of Mobile Phones by Students at School*.

2. Policy Statement

The Department of Education, Children and Young People does not permit the use of mobile phones/devices 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 Bagdad 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.

Bagdad 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/devices at Bagdad Primary School.

CONDITIONS OF USE AT BAGDAD PRIMARY SCHOOL

- Students must not use mobile phones/devices from the start to the end of the school day from Kindergarten to Year 6.
- Mobile phones/devices must be switched off and taken to the school office before the start of the school day and collected at the end of the school day. Students will need to sign their mobile phones/devices in and out at the school office. Bagdad Primary School will store student mobile phones during the school day.

3. Exemptions

Requests for exemptions must be submitted to the Principal for consideration.

Bagdad Primary School students may only use their mobile phone/device 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 experiencing extenuating circumstances other than the above, where agreed by the principal or their delegate.

COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY

- While at Bagdad 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.
- Bagdad 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.
- Where a student has been granted an exemption, the mobile phone/device can be used by the student for the purposes of the exemption only. Phone/device 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.
- Students who do not comply with this policy may have their mobile phone/device confiscated and held at the school office. The parent/carer may be informed and requested to collect the mobile phone/device at their earliest convenience.
- In the case of repeated inappropriate mobile phone/device use by a student, the Principal or their delegate may request the student not bring the mobile phone/device to school.
- Further disciplinary action, in accordance with Bagdad 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/device in consultation with their School Association.

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

At Bagdad Primary School the procedure for handing in a mobile phone/device is:

- Mobile phones/devices must be handed into the office staff each morning and placed in a snap lock bag with the student name on it. The mobile phone/devices are then placed in a large container.
- Students must complete a sign in sheet at the beginning and end of each day.

- Students are to turn their mobile phone/devices off when they hand them in.
- At 8:55 the container is locked in the rear administration area where other valuables are safely stored during the day.
- Students are to collect their mobile phone/ devices, and sign them out, after the bell at the end of each day if they are leaving at that time. Students waiting for the later buses are to collect their mobile phones/devices prior to boarding the bus.

6. Definitions

Mobile Phone

Is a mobile device with access to a cellular (telecommunications) system, with or without a physical connection to a network.

Device

Is a mobile device with or without 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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