



West Beach Primary School

3 Woodhead Street
WEST BEACH
SA 5024

Ph: 8356 7944 or 8356 7930
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Student Personal Device Policy

Purpose and Scope

This policy provides clear direction for students, staff, and families regarding the management **of mobile phones** and other digital /personal devices, such as **smartwatches, tablets, or laptops**. This policy applies while students are at school or attending authorized activities, such as camps or excursions.

The school recognizes that there are legitimate reasons for students to bring devices to school, including **ensuring safety while traveling** and allowing parents to contact them outside of school hours.

General Guidelines for Use

The department's position is that **school students may not use mobile phones or devices during school hours**.

- **Permitted Times:** Devices may only be used before school starts at **8:30 am** and after school finishes at **3:20 pm**, or through specific negotiation with staff.
- **Smartwatches:** If brought to school, smartwatches should be placed in "**school mode**".
- **Exemptions:** Requests for exemptions from this policy are considered by school leadership on a case-by-case basis.

Storage Requirements

To minimize distractions and ensure safety, the following storage rules apply:

- **In Bags:** Mobile phones and devices must be switched off or muted and kept in the student's bag during school hours.
- **Secure Storage:** Students who prefer a secure location may **hand their phones to the front office**, where the device will be stored securely.
- **Liability:** The school accepts **no responsibility** for mobile devices that are lost, damaged, or stolen.

Privacy and Responsible Use

Students are expected to use technology in a safe, responsible, and respectful manner.

- **Cameras and Recording:** Students are **strictly prohibited** from taking photos or filming any person(s). This includes audio records made without knowledge or permission.
- **Respectful Communication:** Devices must not be used to bully, harass, or threaten others.



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Communication During School Hours

To maintain a focused learning environment, the following communication protocols must be followed:

- **Contacting Parents:** If a student is unwell or needs to contact a caregiver, they must go to the **Front Office**. Staff will then phone the relevant adults to make arrangements.
- **Parental Contact:** Parents and caregivers should use the school's **formal communication channels** to reach their child during the day, including for early collection.

Responsibilities

- **Students:** Must comply with the policy, follow directions from the all staff, and use devices respectfully if an exemption is granted.
- **Parents/Caregivers:** Should support the policy's implementation, recognize their role in promoting safe device use, and encourage children to report issues to staff first rather than using a personal device.
- **Staff and Leadership:** Will model appropriate device use, support families in understanding the policy, and manage non-compliance.

Non-Compliance and Consequences

If a student does not comply with these guidelines, the following actions may be taken:

- **Smartwatches:** If not in school mode or used in a way that does not support learning, the student will be asked to remove the watch and place it in their bag for the remainder of the day.
- **Leadership Intervention:** repeated occurrences or non-compliance may result in leadership intervention, office timeout, or the student being asked to place the phone in the front office.
- **Collection:** In cases of intervention, the phone may be held at the front office for collection at the end of the school day, and leadership may contact parents to discuss the incident.

The policy was reviewed by the schools' staff and student leadership in consultation with West Beach Primary Schools Governing Council in August 2026.

A copy of the policy is available on the schools' website <https://wbeachps.sa.edu.au>

Supporting information is available: <https://www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/bullying-and-cyberbullying/using-mobile-phones-and-personal-devices-school>