

Secondary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, 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 an excursion, during school hours.

Mobile phone use for secondary school students

Our school recognises 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: *mobile phone technology is part of our world and we understand parents require their children to have a mobile phone for safety reasons.*
- so that parents can contact them outside of school hours

The appropriate use of personal electronic devices at school is required at all times, and must be in accordance and reflect our school values. This Mobile Phone Policy promotes a safe environment for both staff and students. The following policy relates to mobile phones, however, any device that has access to the internet or social media, and has the potential to take photographs is included in this policy.

*Phones are not to be used in any lesson unless they are being used for educational purposes with **explicit permission given by the teacher**. We acknowledge there are legitimate educational reasons for using personal electronic devices in class and encourage the appropriate use at the discretion and direction of the teacher.*

If a student does not comply with these expectations the school's behaviour management process will be followed.

Students are permitted to use mobile phones during recess and lunch breaks.

Storage of personal devices

All students are provided with a personal locker and padlock in which they can store their bags, including their personal electronic devices if they choose to.

If mobile phones are taken to class they must be off or on silent and out of sight e.g. in pocket or pencil case.

If the student does not comply

If a student uses their personal device without explicit teacher permission and refuses to follow the teacher instructions the teacher will follow the behaviour flow chart.

Persistent misuse of personal devices may result in disciplinary action which includes but is not limited to parents being contacted, of thinking room or a suspension.

Students sent to the thinking room cannot use their device.

Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, outline students will not be required to connect their devices to the school's ICT network.

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
- secure storage is provided for student personal devices in individual lockers or locks that the school provides being appropriately secure
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's 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 school policy from parents, adult or independent students 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 in accordance with the school's behaviour management process.

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). This will be at the front office placed in an envelope by the student with their name on it.

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.

Secondary Teachers must manage the use mobile phones and personal devices potential as learning technology and the contribution they may make to enhance learning experiences.

Secondary Teachers must be familiar with the challenges mobile phones can present in schools. As electronic devices provide instant communication, students may text, call or access internet sites at inappropriate times which can distract from learning. Camera and video capabilities pose an additional problem as they can be used to invade others' privacy or they may be used to display or distribute illegal material. Such use must be dealt with in accordance with the school behaviour process.

Quality learning environments may be interrupted through unauthorised student use of mobile phones during lesson times. These interruptions have a significant impact on the learning environment in classrooms. The unauthorised use of mobile phones during lessons reflects a student's inattention to study. Teachers must ensure a safe and productive classroom environment, free from interference and distraction created by mobile phones and other electronic devices.

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 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.

Mobile phones and other personal devices, (including: MP3 players, earphones) must be out of sight and turned off during all lesson times (including homegroup), assemblies and other school functions.

Students may access their phones/devices at recess and lunchtimes, before and after school only.

Students must not access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.

Students who choose to bring mobile phones or other devices to school must accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.

Parents

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.

Parents are asked not to phone or send text messages to your child during lesson time. If urgent contact is required, please call the Front Office and ask to speak to Student Services who will pass the information on.

If a child phones their parent/caregiver because they are unwell, the parent/caregiver must instruct their child to tell their teacher and report to Student Services who will then contact the parent/caregiver.

If your child phones you during the day because they are experiencing some other problem at school, please ask them to talk to their Year Level Coordinator, Assistant Principal or the Student Wellbeing Leader. Students can fill out a request form at Student Services. A follow up phone call from the parent/caregiver to one of these people would also be helpful, so that we can assist your child in resolving their difficulty.

Please do not give your child permission via their mobile phone to leave school. The school has Legal Duty of Care and must account for students at all times. For your child's safety, please communicate through the Front Office.

We do not allow student exemption from the Mobile Phone Policy. Parents who have concerns about the policy should contact the Deputy Principal.

This Mobile Phone Policy has been developed to ensure all students are safe and focused on their learning at school.

Communication and review

Outline:

- *Presented to Governing council*
- *Leader's will view draft and give feedback*
- *the school's policy can be accessed on the website and intranet*
- *the policy will be reviewed every 2 years*

Supporting information

The following policies and procedures interact with this policy on student use of mobile phones and personal electronic devices such as:

- [Behaviour Management Policy](#)
- [School Anti-bullying Policy](#)
- [ICT Acceptable Use Agreement](#)