

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. 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
- so that parents can contact them outside of school hours
- to use during class time as a learning tool where specified by the class Teacher, and where educational applications or advanced cameras are not available on their school laptop.

We follow common workplace practice to not use a personal device during learning/working hours, unless directly related to the task at hand.

Storage of personal devices

Students' personal devices that are brought to school are stored during school hours:

- in the student's school bag, or
- in an individual student locker.

To minimise disruption to their and others' learning, students must switch off or mute their mobile phones and personal devices before storing them.

If the student does not comply

Failure to comply with the **use and storage** requirements of personal devices may result in action which includes but is not limited to:

- implementation of the school's Choices Determine my Success steps
- contact home to discuss with parents/caregiver
- development of an engagement focused Learning Engagement Action Plan (LEAP)

Incidents of **misuse** of mobile phones and personal digital devices may be in relation to:

- bullying and harassment
- transmission of explicit images
- photographing, recording or uploading inappropriate content.

These incidents will be managed and reported in line with departmental policies and procedures including:

- reporting critical incidents and injuries procedure
- behaviour support policy
- procedures for the suspension, exclusion and expulsion of students
- responding to online safety incidents in South Australian schools guidelines.

Some instances of misuse of a mobile phone or other personal device may constitute a criminal offence. Refer to the department's information about crime involving electronic evidence (e-crime) and the actions schools should follow in the case of an e-crime.

Internet connection for personal devices

Students are permitted to use their own mobile phone or device to undertake a learning activity. For these activities students will be required to connect their devices to the school's ICT network that is managed to protect students from accessing content that is inappropriate or illegal while using their personal device.

Before access to the school's ICT network, students and parents/caregivers must agree to comply with our BYOD policy. This policy sets out:

- clear direction for families about compliant device specifications and operating systems
- an ICT acceptable use agreement for students
- appropriate ICT security
- appropriate electrical safety including charging of devices and tagging and testing requirements.

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
- individual lockers that the school provides for students to store their belongings are 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.

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.

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.

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.

Parents/Caregivers

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.

Communication and review

Consultation on this policy will be undertaken with students, parents/caregivers and staff, and appropriate adjustments made and relevant communication occurs before publication and implementation.

This policy can be accessed online at: mbhs.sa.edu.au/our-school/policies-procedures

This policy will be reviewed biennially, with next review due in 2023.

Supporting information

Relevant policies and procedures that support the Student Use of Mobile Phones and Personal Devices Policy:

- [student positive behaviour procedure, behaviour support policy](#)
- [bullying and harassment policy](#)
- ICT user agreements
- Department for Education student use of mobile phones and personal devices policy