

## Secondary student use of mobile phones and personal devices

### Purpose

This policy provides direction to students, staff and families about managing the safe and responsible use of 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
- so that parents/caregivers can contact them outside of school hours
- for use during class time as a learning tool where educational applications or advanced cameras are not available on their school chromebook
- for use during breaks for electronic payment of school and/or canteen purchases, and/or to check parent/caregiver and/or employment related communication
- where a storage and use exemption has been approved by the Principal related to:
  - the device is used to monitor or help manage a health condition
  - the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
  - the device is used for translation in the classroom by a student with English as an additional language
  - the student has personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to younger siblings or an unwell family member

*Please contact the Principal at [dl.0785.info@schools.sa.edu.au](mailto:dl.0785.info@schools.sa.edu.au) to request an exemption*

Smartwatches may be worn, but must not be interacted with during class time.

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 will result in the following action:

1. Student escorted to the Student Services Office to surrender their device for secure storage for the remainder of the school day
  - Device securely stored and hand in record made
  - Parent/caregiver advised of storage by text message
  - Student collects device after the end of day dismissal bell and collection record made
2. If student does not comply with reasonable instruction to store phone, three-day suspension enacted for following three day period
  - Parent/Caregiver advised of suspension by relevant Pathways Leaders
  - Any further disruptive behaviour from student during the day will result in a Take Home and escalated consequence
  - Development of an engagement focused Learning Engagement Action Plan (LEAP) on return from third device use and storage compliance breach related suspension

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.

## 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 that are handed in to school staff and individual lockers that the school provides for some 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.

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).

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, 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](https://mbhs.sa.edu.au/our-school/policies-procedures). This policy will be reviewed annually, with the next review due in December 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](#)