

Publication Date:	July 2021
Review Date:	July 2023
Chaired by:	Liz vandenBrink, Deputy Principal
Related policies, procedures, guidelines, standards, frameworks:	

Overview & 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.

- The school has established the following Acceptable Use Policy for personal electronic devices that provides teachers, students and parents guidelines and instructions for their appropriate use during school hours.
- Students and their parents or guardians must read and understand the Acceptable Use Policy before they bring personal electronic devices to school.
- The school accepts no responsibility for personal electronic devices that are lost, damaged or stolen whilst on school property or during school excursions, camps and extra-curricular activities.

Detail

Mobile phone use for primary school students

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise 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.

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

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.

Students in Years 7 – 12 should only use their mobile phones before or after school or during recess and lunch breaks but are not permitted to hot-spot to other devices or take photographs of others without their permission.

Storage of personal devices

Mobile phones should be switched off and kept in bags during lessons. (Bags must be kept in lockers once allocated.)

If the student does not comply

- Staff will follow the school Behaviour Management procedures

Internet connection for personal devices

Students are not permitted to use their own mobile phone or device to connect to the school's ICT network or to hotspot a school device to the internet.

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 where possible to securely store their belongings
- 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 staff, 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.

- Ensure students are familiar with the policy and revisit the policy in Week 1 of each school year.
- Ensure students return the acknowledgment form and understand all expectations.
- Monitor the implementation of the policy and refer students through the Behaviour Management process if non-compliant.

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.

Students are reminded that:

- Uploading identifiable images such as school logos, recognisable buildings /landmarks to social any media applications is not permitted.
- Devices must not be used to access or display material which is profane, offensive or obscene and any material received that is inappropriate or makes students feel uncomfortable must be reported.
- Devices with cameras are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to other students, staff or visitors to the school.

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.

Communication and review

This policy has been reviewed in consultation with the Reporting Committee. Consultation with staff, students and the Governing Council will occur at the time of review.

The policy is published on the school website. The policy will be reviewed by July 2023

Supporting information

This policy should be read in conjunction with:

- Behaviour Support Policy
- School Anti-bullying and Anti-harassment policy
- ICT user agreements