

Publication Date:	December 2022
Review Date:	December 2023
Chaired by:	Tony Hall, Principal Craig Duguid, Deputy Principal
Related policies, procedures, guidelines, standards, frameworks:	

Overview and 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 this 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 this 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 for Education's position is that primary school 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 or put their phone in flight mode 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

The Department for Education's position is that secondary school 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 put their phone in flight mode 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.

Students in Years 7 – 12 should only use their mobile phones before entering school grounds or after leaving school grounds.

Storage of personal devices for secondary school students

Upon enrolment, or at the beginning of the school year, all students will be assigned a personal Yondr pouch for storage of their mobile phones and personal devices during the school day. It is the student's responsibility to bring the Yondr pouch with them to school each day and keep it in good working order. The Yondr pouch remains the property of the school and is loaned to students for the duration of their enrolment.

At the start of the day, as students enter the school grounds, they will:

- Turn off their phone or put it in flight mode.
- Unlock the Yondr pouch using an unlocking base, at one of the specific locations around the school.
- Place their phone in the Yondr pouch and securely close it.

All students must keep their mobile phones and/or personal devices in their Yondr pouches during school hours.

We recommend that students store their Yondr pouches in their lockers, ensuring that the locker is secured with the lock provided. The school may not be able to pursue any alleged theft of items from an unsecured locker.

At the end of the school day, as students are leaving school grounds, they will:

- Unlock the Yondr pouch using an unlocking base at one of the specific locations around the school.
- Remove their phone and/or personal devices from the Yondr pouch.
- Place the Yondr pouch in their bag for school the next day.

Any deliberate or wilful damage to the Yondr pouch will be deemed as vandalism of school property and families will be invoiced for the replacement cost of the Yondr pouch.

Exemptions:

All students must keep their mobile phones and/or personal devices in their Yondr pouches during school hours, unless granted an exemption by the school under the Department for Education Policy. This also applies to school activities such as camps and excursions.

Exemptions for exceptional circumstances include, but not limited to:

- monitoring or managing a medical condition
- as an agreed adjustment for a student with disability or learning difficulties
- translation for students with English as an additional language or dialect
- where the student has personal circumstances requiring more ready access to their phone (such as where they are a primary carer for their own child or another family member).

Exemptions are approved by the School Executive Leadership Team. Reasons for any approval of the use of a phone will be documented through the exemption approval process. Phone use will only be permitted at school for the exempt reason.

Students not meeting policy expectations

Staff will follow up using the Hallett Cove School Behaviour Support Policy

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

The Principal will:

- Ensure this policy is clearly communicated and accessible to all students, staff and families
- Ensure there is a process for regular review of the policy
- Ensure secure storage is provided for student personal devices where possible to securely store their belongings
- Ensure 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

Staff will:

- 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.
- Monitor the implementation of the policy and refer students through the Behaviour Management process if need arises

Staff will work with students to ensure they:

- are familiar with the policy and revisit the policy in Week 1 of each school year.
- return the Policy and Key Information Checklist and understand all expectations.

Students

Students will:

- 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 any social 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

Parents will:

- 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 staff 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 December 2023

Supporting information

This policy should be read in conjunction with:

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