

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 tablets 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.

In Partnership with Governing Council, Parents/Care-givers and Students we intend to support the safe and effective use to strengthen and grow positive outcomes for each Individual, our School and Community near and far.

Mobile phone use for 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.

Storage of personal devices

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smart watches.

- Students are required to keep all personal devices, along with their

school bags and any other belongings not required for class, in their individual lockers. Students are reminded to ensure they lock their lockers securely.

Response to non-compliance

Outline:

- First occurrence - the device will remain confiscated until parents are notified. The parent/care-giver will be contacted by the Teacher or a member of School Leadership.

The device will be returned to the student after the issues and concerns have been discussed with the parents / care-givers at the end of the school day.

- Second occurrence - the device will remain confiscated and held at the front office to be collected by the Parent/care-giver following a further discussion regarding LAS mobile phone and I.T. Policy.

Exceptions:

Individual students may have extenuating reasons for needing access to their personal devices during school hours.

- The device is used to monitor or help manage a health condition.
- The device is a negotiated adjustment to the learning program for a student with a disability or learning difficulty.

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 or locks 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.

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) by the end of the same school day.

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

1. 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 as an exemption under this policy, must 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.

2. Switch all personal devices off, or into flight mode on arrival to school each day and store away as specified in this policy.

Parents/ Care-givers

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, or to make contact with their child during school hours (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

Outline:

- This policy has been developed in partnership with School Captains, Governing Council and the Department for Education. It is intended to help ensure the safety and wellbeing while teaching age-appropriate management of use of mobile phone and similar devices. It will be reviewed each term in 2021 for required adjustments before being implemented as a 3-year review policy in 2022.
- Consultation has been undertaken with School Captains, the Governing Council and School Staff. The broader school community will be invited to contribute to the refinement of the policy across 2021.
- The policy will be located on the School Web Page, School Stream App and can be emailed to families by request through the school office.

- The policy will be reviewed at the start of each School Term in 2021 and then on a 3-year cycle as of 2022.

Supporting information

- School behaviour support policy
- School anti-bullying policy
- BYOD policy, ICT user agreements.