

STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES POLICY

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.

MOBILE PHONE USE FOR STUDENTS

Our school recognises that there are legitimate reasons for students to bring a personal device to school. The school also recognises the importance of students using their personal device responsibly. This may include:

- legitimate use of apps to support learning
- ensuring their safety while travelling
- parents contacting students outside of school hours.

DURING SCHOOL HOURS STUDENTS

- are permitted to use their personal device during recess and lunch times
- are not permitted to use their personal device during lessons, supervised study lines or care group unless they have permission from the teacher of that lesson
- are required to leave their personal device with their teacher when leaving class and can collect it upon their return to class.

STORAGE OF PERSONAL DEVICES

It is the responsibility of students to safely look after their personal devices. The school and staff do not take responsibility for personal devices that students bring to school.

NON-COMPLIANCE OF STUDENTS WITH THE POLICY

Students who use their personal device without permission will have a range of consequences enacted as outlined in the Mobile Phone procedures which link with the Student Behaviour Management Guidelines.

ROLES AND RESPONSIBILITIES

PRINCIPAL

Make sure:

- that this policy is clearly communicated and accessible to all students, staff and families
- that there is a process for regular review of the policy
- that secure storage is provided for student personal devices that are handed in to school staff
- 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 student 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 this 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 the rights of others to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

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 developed through consultation with student leaders, teachers and the Governing council. All groups identified pros and cons for personal device use from their perspective. Student leaders then met to discuss the feedback from all groups and developed the policy which has been accepted by both the teaching staff and Governing Council.

This policy will be reviewed annually. It can be accessed through the school's website and sections will be included to the Student Planner for easy student access.

The level of consequence for inappropriate use of personal device is managed with the use of the Student Behaviour Management Guidelines.