



Secondary student use of mobile phones

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 our 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 can contact them outside of school hours.

Students may bring their mobile phone or device to school, however **devices are switched off during lesson times and stored in student bags or lockers.**

- Students may access their phones before school, during recess, lunch breaks and after school.

Please Note: Senior Students (Year 11 and 12) may access their phones during study lessons.

Storage of personal devices

The school does not take responsibility for student mobile phones and other devices, they are brought to school at the students own risk. Students are responsible for storing their phones and devices and can do so in their school bag or in student lockers.

If the student does not comply

If a student does not comply with the mobile phone policy the school SBM policy will apply. This will involve students being given one clear warning followed by a referral to the school's Focus Room. If sent to the Focus Room the incident is recorded and Parents/Caregivers are contacted.

Repeated breaches of the mobile phone policy may result in suspension from school.

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
- 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.

The Principal will also;

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.

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.

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

This policy has been developed in consultation with:-

- STAFF – Staff have had the opportunity for input at Staff Meetings, Student Free Days, Faculty and Executive Leadership Meetings. Feedback was collated and assisted in development of the policy.
- STUDENTS – The Student Leadership Teams (both Junior and Senior) have been involved in development of the policy and will have an ongoing important role in trialling new initiatives to specifically support the policy implementation.
- FAMILIES – Governing Council have discussed and support the policy. They have consulted with the parent body in general. They are aware of their role and that of their children in ensuring the policy is implemented and reviewed regularly. Aboriginal Family Voice members have also provided valuable feedback in the policy development.

The policy is available on the school web site (Parent Handbook section).

The policy is reviewed on an annual basis (start of each school year).

Supporting information

This policy is supported by;

- school behaviour code, "Positive Learning Environments Policy"
- school anti-bullying policy
- BYOD policy, ICT user agreements

All the above policies are available at the school and through the school web site.

25th May 2021