Secondary 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 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 will be permitted to access and use their mobile phones or other personal digital devices during school hours in the following circumstances.

- during class time where specified by the Teacher
- use of smartwatches are permitted during class time, recess, lunch provided the functions used are related to time management/organisation e.g., reminders.

Storage of personal devices

Student devices (except smartwatch) must be stored in students' bags or lockers at all times.

If the student does not comply

Misuse of mobile phones or personal devices may result in disciplinary action which includes but is not limited to the device being confiscated. Confiscated devices will be taken to the front office for secure storage and parent contacted. Confiscated devices will remain in secure storage until they are returned to a parent. Where there is a repeat of misuse or refusal to follow reasonable instruction to hand in a device when asked, we will refer to the school behaviour management policy which may include further steps such as admin time out, internal suspension or suspension.

Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, students will be required to connect their devices to the school's ICT network and not use own, unfiltered mobile data connection.

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 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.

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 are directed to the front office and who will securely store the device until it can be returned to the student parent or guardian.

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.

Where a clear reasons exists for students to use a mobile phone or personal device as part of the learning, seek endorsement by a leader prior to providing instruction/permission to students.

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

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

Consultation has occurred with

- students through meeting with student leaders (SRC) to discuss and seek feedback on the policy

- secondary teaching staff via a staff meeting

- the broader community by invitation for feedback published in our school newsletter and with consultation with parent members of our Governing Council.

The policy is accessible via the school website (https://www.keithas.sa.edu.au/) and be published to our SkoolBag App.

When it is time to review this policy, similar levels of consultation could be expected.

This policy will be reviewed every 3 years.

Supporting information

Other policies and procedures that may interact with the student use of mobile phones and personal devices policy may include:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- Junior, Primary and Secondary ICT policies

These are accessible on the Keith Area School Website https://www.keithas.sa.edu.au/

Policy Dates			
Implemented		Next Review Date	
Ratified by Governing Council			