



Mobile Phone Policy

EXCELLENCE – RESPECT – COMMUNITY – DIVERSITY

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 acknowledges that mobile phones are common and that some parents provide their children with a mobile phone for use outside of school.

Teaching and learning programs can be interrupted by texting, checking social media updates or by ring tones and message alerts. These interruptions can impact on classes. Teachers have the responsibility to ensure a safe and productive learning environment, free from interference and distraction created by mobile phones.

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.

To assist our learning and cyber safe environment, mobile phones must be stored securely in lockers at the start of the school day and not taken to Home Group, to lessons, or to designated study areas (e.g., Senior Study Centre, Library / Learning Centre, Science Quadrangle). Students can access their phones at recess and lunch. Year 12 students may check their phone at their locker in a non-contact study period.

It is acknowledged that there can be educational uses for personal mobile phones. Specific one-off use within classes may be arranged at the explicit direction of the teacher as part of the teacher's prior planning.

Storage of personal devices

All students are allocated an individual locker at the beginning of the school year, through their home group. Students provide their own lock. All students must have a lock on their locker.

If the student does not comply

- The teacher will confiscate the mobile phone and place the mobile phone in an envelope marked with the student's name.
- The teacher will deliver the confiscated phone to Student Services by the end of the day. Phones will be stored securely at Student Services.
- If the teacher is unable to get to Student Services then they will ask the students to take their own phone to Student Services.
- In the first instance, the confiscated mobile phone is available for collection at the end of the school day from Student Services by the student owner or their parent, only.
- For repeated breaches, confiscation occurs as above, followed by the application of Student Behaviour Management procedures.



Roles and responsibilities

Principal/Delegate

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. 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 (Student Services) 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 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 channel of Student Services 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.

Monitor, report and review

This school policy was developed through consultation with staff, students, and parents in 2018. It was implemented in 2019 after a trial period. It has been updated in 2021, in line with the Department for Education's "student use of mobile phones and personal devices policy".

The school leadership team conduct a regular review of policies and procedures.

This Policy is subject to review before the end of 2022.