

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 laptops. 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.

To support learning in a cyber-safe environment, mobile phones must be turned off and stored securely in lockers at the start of the day.

Students are not permitted to have their mobile phones with them during lesson times, assemblies, or meetings during school hours. Students can access their personal devices during recess and lunch breaks **only**.

For specifically identified processes, students may be invited to bring and use their mobile device in class time, **only** where specified by the teacher.

Where a student is required to access their mobile phone as part of their individual One Child One Plan processes, this is done within appropriate, agreed expectations.

Storage of personal devices

Students are expected to place their mobile phone or device into their locker (secured using school provided lock and key) at the commencement of each day. Students may choose to hand in their phone to the front office at the commencement of each day and collect it prior to leaving after the end of the day.

The school takes no responsibility for phones lost or stolen.

If the student does not comply

Staff will issue a warning for misuse of a phone during lesson and be required to put their phone in the locker. If a second misuse occurs, the phone will be handed into the Front Office, turned off, labelled with the student's name and made available for collection by the student only at the end of the day.

In response to instances of non-compliance with the policy, students will be expected to hand their device into the front office where it will be securely stored until the end of the day. Refusal to do so will result in a behaviour consequence. The student may collect the device after the end of day siren.

Internet connection for personal devices

At this stage, there is no opportunity for students to connect personal devices to the school's internet. It is recommended that students do not bring personal devices and hot spotting is not permitted.

When students are permitted to use their own mobile phone or device to undertake a learning activity, students will be required to follow explicit instructions and only use the relevant apps or tools on the phone.

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. 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 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.

Avoid attempting to contact students via their mobile phone during instruction (lesson) times as this may cause anxiety.

Communication and review

Outline:

- Consultation has been undertaken with students, staff and Governing Council to develop this policy. Consultation will occur with the broader school community when it is time to review the school's policy
- The school's policy can be accessed on the Springbank Secondary College website
- The policy will be reviewed in two years from the implementation date.

Supporting information

Other policies and procedures that may interact with this policy on student use of mobile phones and personal devices including:

- ICT user agreements
- school anti-bullying policy

are available on the school's website at www.springbanksc.sa.edu.au