



Secondary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing 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 widespread ownership of mobile phones and Personal Digital Devices (PDDs) among young people requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly and for educational purposes.

This policy is designed to ensure that potential issues are clearly understood and conflicts avoided, enabling their educational benefits to be enjoyed by our students. Students and their parents/care-givers must read and understand this policy, which also applies during school excursions, camps and extra-curricular activities.

Within the context of this District School, secondary students are defined as Yr 7-12 inclusive.

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.

All mobile phones and Personal Digital Devices are to be turned **OFF and placed face-down on student's desk in plain sight** of the teacher.

Students must seek teacher permission to use mobile phones or PDDs for a specific educational purpose during lessons. e.g. to take photos of own work, access information that is not readily available due to school network overload or failure, or recording lesson notes.

During scheduled study times, Yr 11/12 students can only use mobile phones or PDDs for directly related educational purposes and in a responsible manner. Phones are not to be used for communication purposes, unrelated entertainment including music, or provide a hot-spot for any other device or person's use.

Mobile phones may be used on the school bus as a means of communication with parents/caregivers.

At no time are students permitted to use their mobile phone or PDD to take images or video of other students, staff or visitors to the school. This includes school events such as swimming carnivals. Be aware that the possession and/or sharing of offensive or pornographic material via a mobile phone/PDD is a criminal offence and will be reported to SAPOL.

Students are not to engage in anti-social behaviour, in particular using a mobile phone/PDD to threaten, bully or harass others.



Storage of personal devices

Secondary students must switch off their phone/PDD and they will not be able to access their device until the end of the school day unless teacher permission is granted for educational purposes.

- Mobile phones or PDDs used inappropriately by secondary students will be collected and stored safely in the Front Office.
- Each phone/PDD will be stored safely, and student details with date collected and returned will be logged.

If the student does not comply

Students using a mobile phone/PDD inappropriately will face disciplinary action in line with the BCDS Behaviour Code.

- Students will be requested to take their phone/PDD to the Front Office for the remainder of the day and a notification will be placed in their diary for parents to sign.
- In the instance where a student is asked to take their phone/PDD to the office for a second time, parents will be called to arrange collection of the device.
- In the instance of viewing or the taking of inappropriate material, staff may seek permission from parents/carers in writing to view the contents of the phone/PDD. Depending on the material viewed, arrangements may then be made for the parents or police to collect it.
- A further breach of this policy may result in the withdrawal of privileges and access to the school network as defined in the BCDS Acceptable Use of Computing Facilities Agreement.

Internet connection for personal devices

Students are permitted to use their own personal digital device (**specifically laptop**) to undertake a learning activity at school. Each student's PDD will be granted access to the school wifi by the Regional Tech Support Officer and a connection established to a printer. Staff may issue a bypass password to enable access to certain approved web sites or apps. These will be automatically logged every time. This is an action that a staff member must take. The password provided must not be stored on a student's PDD. Students who misuse the password to access sites without consent will be in breach of the BCDS Acceptable Use of Computing Facilities Agreement.

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 stored in the Front Office. Each phone/PDD will be stored safely, and student details with date collected and returned will be logged.
- processes are in place for monitoring internet and school network use by all members of the school community. All by-pass privileges provided by staff are logged.

Enforce the 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 policy from parents on a case-by-case basis. Make sure that approved exemptions are documented and if necessary, validated by qualified professional or medical opinion, 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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom.

Respond to instances of non-compliance in line with the school's policy or the Public Service Code of Conduct.

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). Student details with date collected and returned will be logged.

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 an exemption under 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

- Student consultation includes awareness raising of the existing policy, re-assurance that phone storage will maintain security of personal property, that non-compliance would be treated as breach of the school behaviour code, and that a review of the policy would involve further consultation with them.
- Students have opportunities to raise concerns or issues with the SRC.
- SRC represent the views of students with the Governing Council.
- School staff consultation happens during staff meetings.

- Parents would be consulted about the following:
 - storage of students' devices,
 - what actions will be taken if students do not comply with the policy,
 - and how best to consult with them next time a policy-review occurs.
- The school community will be made aware of the policy requirements, where the school's policy can be accessed, and how often the policy will be reviewed or the next review date.

Supporting information

The following school documents link to this local policy on student use of mobile phones and personal devices:

- BCDS Acceptable Use of Computing Facilities Agreement
- BCDS Anti-bullying and Harassment Policy
- BCDS Behaviour Code
- BCDS Mobile phone and personal devices Policy (Secondary)

Policy updated 17-June, 2021