



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 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 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 in years reception to 10 are not permitted to use mobile phones or devices during the school day that are not part of our Bring Your Own Device arrangement. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

Year 11 and 12 students are permitted to use mobile phones discretely during break-times.

The exception to this is the use of phones for purchasing from the canteen, or a specific learning purpose directed by the class teacher.

Storage of personal devices

Mobile phones and other devices are to remain off and in the student's bag during school hours.

If the student does not comply

Misuse of personal devices may result in disciplinary action which includes, but is not limited to:

- **Step 1** – student takes their device to Student Services, turns device off and places phone in a padded pouch in a locked drawer. Phone receipt provided. Record on Daymap. Student to collect the phone from Student Services at the end of the day. Parents notified.
- **Step 2** – student takes their device to Student Services turns device off and places phone in a padded pouch in a locked drawer. Phone receipt provided. Record on Daymap. Student to collect the phone from Student Services at the end of the day. Phone/device is handed in to student services for the subsequent day. Parents notified.

- **Step 3** - Ongoing offences - Sub-school leaders to follow-up with students around persistent breach of this policy. Parent meeting. Additional consequence in place. Record on Daymap.
- **High level offences** – refusal of request to hand in phone or inappropriate use of mobile phones to bully, harass or threaten, to take and record images without permission or share inappropriate content, will result in a consequence in line with our student behaviour management policy.

Internet connection for personal devices

Students are permitted to use electronic devices for the purpose of learning as outlined in the schools *Electronic Communication Policy*. Connection to the school's ICT network is via wifi, however, students are not permitted to charge their personal devices at school.

Roles and responsibilities

Principal

- Ensure:
 - 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 at Student Services
 - 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.
- For secondary students only, 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.
- Familiarise students with the option of accessing a BYOD locker for security purposes.

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

- Approved by MCAS Governing Council 09.05.2022
- This policy can be accessed on the MCAS website <https://compassas.sa.edu.au/>
- Our MCAS *Student Use of Personal Phones and Devices* and *School Behaviour Code* continue to be reviewed by staff, students and Governing Council.
- All school policies are reviewed every 3 years.

