

Secondary 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 Phones are an essential part of life in society today. As such, we acknowledge students and staff use their mobile phones for a multitude of reasons. This includes personal and learning activities in a school setting. Nevertheless, they can be a distraction from learning which has led to the development of the following policy for mobile phone usage at Golden Grove High School. This policy also acknowledges the potential benefits and distractions of other forms of technologies (such as smartwatches and ear buds) and these will be continued to reviewed and monitored alongside ICT policies into the future.

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.

Our School's Expectations

Phones are not to be used in any class or supervised study period unless being used for specific class work or for the support of class activities with explicit permission from the teacher. We acknowledge there can be legitimate educational reasons for using personal electronic devices in class and we will continue to support appropriate use at the discretion and direction of the teacher.

Storage of personal devices

Mobile phones and other personal devices, (including earphones/ear buds) should be locked in the student's locker during **all lessons (including home group time), assemblies and other school functions**. If not, they must be **placed in a box at the front of the room** for the duration of the lesson/activity.

If the student does not comply

At GGHS if a student does not comply:

- The student's mobile phone will be confiscated. If it is confiscated more than three times in a term, parents will be called in to collect the mobile phone and students will not be permitted to have the mobile phone at school. They will be required to hand it in at The Hub each morning and then collect it from there each afternoon for a time period agreed on with their parents.
- All confiscated mobile phones will be taken to The Hub and will be stored there for the day.

Internet connection for personal devices

Mobile phones are not permitted to be connected to the school's ICT services.

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 or locks 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.

Expectations:

1. Teachers ask students to place their mobile phone in the tray at the front of their classroom on entering the room.
2. If a student does not follow instructions, teachers will provide the student with a warning and ask them to place their mobile phones in the tray at the front of the room.
3. If the student refuses, the student is to be sent to the Focus Room (Year 7 to 10) or referred directly to the Sub-School leader (Year 11 to 12).
4. If a student repeatedly uses their mobile phone the teacher can confiscate the mobile phone and take it to the Front Office. Students can collect their phone from there at the end of the day.
5. If a student repeatedly refuses to follow the mobile phone policy, parents will be called in to collect the mobile phone and the student will need to leave their phone at home or hand in to the Front Office for a time period agreed on with the parents.

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.

Expectations:

1. Mobile phones and other personal devices, (including earphones/ear buds) should be locked in the student's locker during **all lessons (including home group time), assemblies and other school functions**. If not, they must be **placed in the box at the front of the room** for the duration of the lesson/activity.
2. Students may only access their mobile phones/devices at recess and lunchtimes, before and after school.
3. Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.
4. Students who choose to bring mobile phones or other devices to school accept sole responsibility for their care. As with any other personal items, the school does not take any responsibility for phones that are lost, damaged or stolen.

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.

Expectations:

1. Please do not phone or send text messages to your child during the times they are in lessons. Urgent messages can be left with The Hub.
2. If your child contacts you during the day because they are ill or are experiencing some other problem at school, please direct them to the Hub or to talk to their Sub-School Leader/Wellbeing Leader.
3. Do not give your child permission, via their mobile phone, to leave school as the school has a duty of care and must account for all students, at all times.
4. Please always communicate through the Front Office.
5. Please understand the school does not investigate the theft of a mobile phone.

We do not allow individual students to be exempt from the Whole School expectations for electronic device use at school. Parents who have concerns about this policy should contact the school and arrangements can be made to ensure their child is contactable while at school.

Communication and review

Outline:

- Surveys of parents, students and staff were undertaken and the information was used to develop the policy
- The policy can be accessed on the school's website and in the staff Handbook
- The policy will be reviewed in February of 2022.

Supporting information

The student use of mobile phones and personal devices links with the following policies:

- School's Student Behaviour Management Policy
- school anti-bullying policy
- BYOD policy, ICT user agreements.