

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.

From 2023 the State Government has committed to banning student access to mobile phones at school across all year levels, aside from agreed positive uses.

This will ensure we help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach and students can learn free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

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.

Mobile phones are to be turned off and out of sight at school between 8:30 and 3:20pm, unless granted an exemption by their school under the department's policy. This also applies on school activities such as camps and excursions.

The Principal or delegate can approve exemptions in exceptional circumstances including but not limited to:

- monitoring or managing a medical condition
- as an agreed adjustment for a student with disability or learning difficulties
- translation for students with English as an additional language or dialect
- where the student has personal circumstances requiring more ready access to their phone (such as where they are a primary carer for their own child or another family member).

This means that students are not to receive or make calls or text messages during this time using their mobile phone or personal device. If a student requires an exemption for the use of their phone to make a call they are able to negotiate with a Year Level Coordinator, Wellbeing Team, Learning Support Coordinator or Senior Leader to access a private space to do this.

Whilst unable to play music from their mobile phone, students are able to use earphones with their computer during lesson time with teacher permission. Earphones are unable to be worn in the corridor and yard.

Mobile Phones and personal devices are unable to be used for purchasing from the School Canteen by staff and students.

Parents who need to make contact with their child during the school day are expected to contact Clare High School reception and staff will pass on a message. Exemptions may be granted in the case of a critical situation. This should involve parent communication and should be authorised by the relevant Year Level Manager, Wellbeing Team, Learning Support Coordinator or Senior Leader.

Mobile phones/personal devices or cameras are not to be used for recording, photographing or filming staff or students at any time whilst on site or during school activities. Students are not permitted to record or distribute inappropriate or illegal content. Students who breach any of these rules can expect a consequence. Where an illegal activity has occurred, SAPOL will be notified. Authorities are able to retain the phone until such time as an investigation is completed.

Storage of personal devices

Student mobile phones are to be switched off and out of sight in their pocket, bag or locker from 8:30am and 3:20pm.

Unauthorised or inappropriate use of Mobile Phones or personal devices may result in the equipment being confiscated and stored securely at Student Services for collection by the student at the end of that school day.

All staff are expected to refrain from using mobile phones in class and on yard duty. Usage is to be limited to office spaces between 8:30am and 3:20pm. For security reasons, it is reasonable for staff to keep their phone on them for use in an emergency or urgent pressing business/necessity.

If the student does not comply

1 st Incident	<p>Teacher sees inappropriate mobile phone or personal device use and uses a private restorative conversation to remind student of the mobile phone and personal device policy. Students are instructed to switch off device and place out of sight in their pocket, bag or locker.</p> <p>A Warning is recorded on Daymap under Mobile Phone and personal device Confiscation</p>
2 nd Incident	<p>Should the student continue to use the device inappropriately or refuse to put the device away, the teacher will send the student to Time Out. The mobile phone or personal device will be confiscated by the teacher and stored at Student Services for collection at the end of the day by the student. As with other Time Out consequences, a parent phone call will occur.</p> <p>A Time Out is recorded on Daymap under SBM Incidents</p>

Persistent Incidents	If a Year Level Coordinator or Assistant Principal becomes aware of persistent incidents they will follow up with an appropriate consequence for that student, dependent on previous mobile phone or personal device incidents and discussions with the parent and student. This could include Detention or Yard Clean up.
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Internet connection for personal devices

Using a mobile phone to create a hotspot that bypasses the school network is prohibited.

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.

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.

Communication and review

A consultation process has been undertaken with students and the broader school community to develop this policy. This consultation process will be again offered when it is time to review the school's policy.

This policy can be found on the Clare High School Website <https://clarehs.sa.edu.au/reports-policies/> This policy will be reviewed as part of the school's three-year review cycle.

This policy was first developed in February 2019.

Next Review: February 2026

Supporting information

Access to policies and procedures that support our local policy on student use of mobile phones and personal devices can be accessed through the Clare High School Website:

- Responsible Student Behaviour Policy
- Electronic Device Acceptable Use Policy <https://clarehs.sa.edu.au/reports-policies/>

Related information

There are many resources available for schools about e-crime, online bullying and cyber safety that you may wish to refer to when developing and implementing your local policy, including:

- [Cyberbullying](#)
- [Cyber safety school resources](#)
- [Bullying Prevention Strategy](#)
- [Crime involving electronic evidence \(e-crime\)](#)
- [eSafety Commissioner](#)

- [Keeping safe: child protection curriculum](#)
- [Australian Curriculum](#)