

# 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 and airpods 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.

Clare High School acknowledges that mobile phones and digital devices serve a purpose in both personal and professional contexts, and have a place in the lives of everyone in our community. It is our view that they must be handled in a mature and responsible fashion and in such a way that does not hinder the education process or personal wellbeing.

The responsible use of a mobile phone or digital device extends beyond the school environment and is applicable at all times within the general community. At the same time, they can present a serious risk to student safety, wellbeing and learning. These risks are clearly defined under the Department for Education's Legislative Framework that includes Child Protection Curriculum, WHS, and Duty of Care responsibilities of education staff outlined in the Education Act.

## Policy Aims:

- To continue to ensure that student learning outcomes and achievement are our primary focus.
- To safeguard and promote the wellbeing of all school members.

## 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.
- Any usage in class will be limited to Senior Secondary (Yr 11 & 12) students and must be at the direction of the subject teacher. Such usage will be recorded in the approved Learning and Assessment Plan for that class and submitted at the beginning of the course (ad hoc approval will not be granted, nor will any request deemed non-educational)
  - E.g. used to take photos to record work progress in Tech, to develop experimental photographs in Science or to access Music sets.

## General Implementation:

- No student is permitted to use a mobile phone or personal device at any part of the school day whilst on school grounds from **8:45am to 3:20pm**. Students may check their phone for messages once they leave the school buildings at the end of the school day to determine last minute changes to work commitments, parent pick up or bus travel.

- By exception, senior secondary students accessing the Library for study will have the privilege of using their device to listen to music whilst doing their study in that space, but no other spaces.
- Parents / Caregivers who need to contact their child during the school day are expected to do so by phoning Student Services (8842 2788). Likewise, students are expected to use Student Services to contact their parents if a need arises.
- The details of this policy implementation extends to all camps and excursions. Exceptions may be approved by Senior Leadership if, as part of the camp/excursion proposal and risk assessment, an appropriate case for usage is submitted by the lead teacher.

## Storage of personal devices

- If a student requires the use of a mobile phone or digital device before or after school, and therefore possesses it at school, then it must be *turned off* or *silenced* and kept in their bag or locker during the school day.
- If a mobile phone or personal device is confiscated then it is placed in a clearly named envelope and locked securely in the filing cabinet in the Assistant Principal's office until collected.

## If the student does not comply

Step 1: The mobile phone or personal device is confiscated and a SMS is sent to inform the parent to collect the phone from the Assistant Principal at the school.

- For Year 12 Students, consequences will also involve the loss of future Study Room privileges. (e.g. listening to music using the phone)

Step 2: As per (1), and enactment of further SBM procedures in line with the school's SBM Policy.

Any inappropriate use of mobile phones or personal devices on the school bus will result in enactment of the SBM procedures as required.

## Internet connection for personal devices

- If the possession and use of a mobile phone or personal device is required for a specific issue or matter of urgency by any student, or as part of the student's NEP or Healthcare Plan, then this request must be made by a parent or caregiver to the Principal in writing. The Principal reserves the right to reject such a request. The student will be clearly identified in Daymap.
- Using a mobile phone or personal device to create a personal 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.

If a mobile phone or personal device is required for an educational learning opportunity (for Senior Secondary classes only), this must be included in the Learning and Assessment Plan and approved by the Curriculum Coordinator. Parents must also be informed of this requirement in advance.

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. (NOTE: Parents are required to collect the device after school)

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.

- Staff are expected to refrain from using mobile phones in class and on yard duty. Usage is to be limited to office spaces. For security reasons, it is reasonable for staff to keep their phone on them for use in an emergency.

### **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.

If their child's mobile phone or personal device is confiscated, collect the device personally from the Assistant Principal at the end of the school day. If unable to collect the device within a reasonable timeline, then make contact with a member of the Senior Leadership team to negotiate collection.

## 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 2022

## 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/>