

# 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.

Given that over two thirds of our students travel to school by bus, we know that for many of our families, personal technology provides them with peace of mind and a sense of security and safety.

However, used inappropriately, personal technology can disrupt the learning environment, can compromise the security and well-being of members of the school community, impair the integrity of tests and examinations and can interfere with the operation of the school.

This policy is underpinned by our school values and is in place to balance the privilege of students having personal technology with them at school with the responsibility of using it appropriately.

## 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.

### **During learning time:**

Personal technology can only be visible or used in any way following negotiation with the teacher.

On most occasions, BYOD devices will be strongly encouraged in the classroom. However, devices such as phones are likely to be used far more selectively (eg: take photograph of experiment, 'google' searches, etc) and therefore it is necessary that students follow the class norms and rules established by each teacher.

Learning time is defined as the periods between official break times. This includes home group period and study lessons as well as the timetabled lessons per day. Students who leave the classroom during a lesson are also not permitted to use personal technology.

### **At break time:**

Before school, recess, lunch time and after school, personal technology can be used, provided it is not used inappropriately (see section below).

### **Excursions:**

Excursions are an extension of learning time. As such, personal technology can only be used with teacher permission. In some situations personal technology may be banned from certain camps or excursions.

## Storage of personal devices

It is the responsibility of students who bring personal technology onto the school grounds to adhere to the expectations outlined in this document. Students who do not believe they can work within them are advised not to bring devices to school.

Personal technology is not covered by school insurance and the school does not accept responsibility for personal loss or damage although will investigate and work with students and their families if this occurs. Families are encouraged to check contents insurance and warranties to ensure that there is adequate protection for accidental damage or theft.

The school offers secure lockable options for personal technology. This includes lockers as well as valuables boxes and cupboards in practical learning areas. Students are strongly encouraged to make use of these options.

## If the student does not comply

All personal technology must be on silent during learning time and other educational activities such as assemblies.

Personal technology is not be used to take photographs, recordings or videos of people without their explicit permission.

Personal technology is not to be used to store or share explicit or inappropriate images. Personal technology is not to be used to record, store or transmit offensive material, including offensive ring tones or music.

Music played on personal technology should not be played at a volume that can be heard by others.

It is a criminal offence to use personal technology to menace, harass or threaten another person. As such, personal technology is not to be used to engage in personal attacks, harass another person or post private information about another person using SMS messages, postings to social networking sites, taking/sending photos or objectionable images and phone calls.

If a student is misusing personal technology or using it without permission, it will be confiscated and kept at the school's Reception office until the end of the day. The incident will also be recorded on our behaviour database.

Frequent confiscations will result in additional consequences. In some cases, the privilege of bringing the personal technology to school could be withdrawn.

More serious breaches involving bullying, gross invasions of privacy, pornography, etc will generally result in more serious consequences, including suspension and in extreme circumstances, exclusion.

In any instance where it appears that a criminal offence has been committed, the principal is bound by law to contact the police.

Students who fail to follow a reasonable request (ie hand over their personal technology due to unacceptable use) will face suspension.

Students who believe that their personal technology has been confiscated without due reason are permitted to make an appeal to their Year Level Manager. However, for it to be considered they must have handed over the technology first.

## 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.

Staff will only use personal technology during learning time for work related purposes (eg taking photographs of student work, seeking assistance from other staff members, accessing DayMap, taking calls from suppliers and contractors, etc).

### **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**

- Consultation has taken place across 2021 in preparation of a review of this current policy this has included:
  - Parent surveys
  - Governing Council consultation
  - SRC consultation
  - Staff consultation
- This policy can be accessed on the Kapunda High School Website
- A review date for the current policy has been set at the end of term 3 2021.

## **Supporting information**

Additional links to the Kapunda High School Website policies and procedures that support responsible student use of mobile phones and personal devices:

- [Anti-Bullying Policy](#)
- [Responsible Behaviour Policy](#)
- [Bullying and Harassment flow chart](#)