CEDUNA AREA SCHOOL

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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 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.

The core business of our school is to promote and support teaching and learning in an environment free from unnecessary distraction or disruption. Our priority is to establish and maintain an environment where students are safe and engaged in their learning. In today's society students, staff, parents, visitors and contractors use mobile phones/electronic devices for a variety of purposes including safety, business and general communication.

- The following guidelines will apply:

- **SECONDARY STUDENTS 7-12** are able to use mobile phones while at school during recess and lunchtimes to communicate responsibly. Students traveling to and from school on buses may use personal electronic devices responsibly while on the bus.

- Personal electronic devices can only be used in class where directed by a staff member or where there is a recommendation from departmental (DfE) advisors for students with disabilities or students with identified behaviour developmental issues.

- Mobile phones must not be used for taping or photographing of people on site or at school events, unless permission is given by a teacher for educational purposes.

- Students remain responsible for all their personal effects while at school.

- Students will not share files at school with their mobile phone or electronic device.

- When students are on camp, the use of mobile phones and personal electronic devices is at the discretion of the supervising teachers. Students remain responsible for these objects and all other personal effects on camp.

- It is illegal to send messages that would be regarded as harassing, menacing or otherwise offensive.

- Storage or sharing of any material which is of a profane or obscene (pornographic) nature or advocates illegal acts, or violence, or discrimination towards other people is not allowed. This may constitute a criminal offence and will be reported to **SAPOL.**

Storage of personal devices

Students can choose to carry devices on their person or store in bags or lockers.

If the student does not comply

- Should students breach this policy, they will be subject to normal student behaviour development consequences.
- If a student does not comply with a teacher request or breaches any of the guidelines mentioned in this policy they will have their phone or device placed at the front office to be collected at the end of the day. Parents will be notified of the offence by the confiscating teacher.
- If the student refuses to hand over the phone/device, leadership will be informed and a take home may apply. Suspension may also be enforced. Parent contact and/ or meeting will take place.

Internet connection for personal devices

The current recommendation at Ceduna Area School is that all students utilise the school ICT infrastructure for internet services. If a student requires assistance to connect support is available through ICT support staff. Currently, this is not mandated due to previously unreliable internet.

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.

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
This policy is currently under review by the SRC, Governing Council and Staff.