

# Stuart High School Secondary Student

## Use of Mobile Phones and Personal Devices Policy



### **POLICY: 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.

Stuart High School acknowledges that mobile phones and electronic devices play a key part in everyday life. In a school setting we need to have boundaries for the appropriate use of mobile phones/electronic devices.

#### **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, electronic devices and any devices connected to mobile phones such as earbuds, wireless earbuds and watches, may not be switched on or used during lessons; they must remain in the safe provided for mobile phones.***

#### **Exceptions:**

- Students with a hearing disability who require a mobile phone/electronic device to support their learning.
- Occasions when teachers invite students to use their phone as a piece of technology for learning.
- On camps or excursions, if requested by the teacher, students may take appropriate photographs of notable places, sporting events and the like.

#### **Storage of personal devices**

***The school will provide a storage safe for mobile phones. Each classroom will have a safe installed where students will place their phone & accessories. This will occur before a lesson begins and students will retrieve their phone before each lesson ends.***

#### **If the student does not comply**

If the phone and/ or attachments are not deposited into the class safe, teachers will ask students to put their phone in the safe provided.

- If this occurs a second time, the phone/electronic device will be sent to the front office and may be collected by the student after school.
- If this happens a third time, the parent/caregiver will be notified and they will need to collect the phone/electronic device from the front office.

#### **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. Safes 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.

The following 'common sense' guidelines apply with respect to mobile phones/electronic devices at all times:

- Courtesy, consideration of and respect for others is paramount at all times.
- Mobile phones/devices should not be used in any manner or place that is disruptive to the normal routines of the school or to other people during lesson or break times.
- Students must not lend a phone/electronic device to another student for text messaging or for use as a camera or video recording device.
  - Note: **The student who owns the phone or device will be held responsible for its misuse.**
- These guidelines also refer to the use of mobile phones during field trips, excursions or other off-campus supervised activities (unless the situation is detailed under appendix 1).
- Students may not plug phone chargers into mains power points to recharge phones at any time. If the phone is used during a situation detailed under appendix 1, a recharge through a laptop or computer may be possible.
- Mobile phones/electronic devices brought to and kept at school are used entirely at the owner's risk. The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone/electronic device use.
- Parents and students should ensure that phones/electronic devices are properly and adequately insured as personal property.

***Students will not be able to bring a mobile phone/electronic device to school if they continually breach these guidelines.***

***At no point should parents/caregivers give permission for their child to contact them using the student's personal mobile phone, especially during lesson time.***

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## 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.

## Inappropriate Use

A mobile phone/electronic device will be used inappropriately if the user:.

- Threatens or is likely to threaten the safety or well-being of any person
- Is in breach of any law.
- Fails to follow teacher directions in relation to mobile phones and attachments. In this instance, the student will be dealt with using the Positive Behaviour Process. A consequence including suspension may follow at the discretion of the principal or senior staff with delegated authority.

**Inappropriate use of mobile phones includes students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system, including social media available on the phone.**

**It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police and, in that event, will confiscate the phone as evidence.**

## Communication and review

Consultation has been undertaken with Whyalla Secondary College Principal regarding their Policy and Procedures, this will align Stuart High School with Whyalla Secondary College and assist students transitioning from Stuart High School to Whyalla Secondary College.

No further reviews required of this Policy

The Stuart High School Secondary Student Use of Mobile Phones and Personal Devices can be located on our website or by clicking on the below link:

<https://stuarths.sa.edu.au/key-documents/>

## Supporting information

Policies and Procedures relating to Stuart High School's, Secondary Student Use of Mobile Phones and Personal Devices Policy can be located on the Stuart High School website or by clicking on the below links:

Stuart High School Key Documents

<https://stuarths.sa.edu.au/key-documents/>

Acceptable Computer Use Policy

<https://stuarths.sa.edu.au/wp-content/uploads/2020/05/2020-acceptable-computer-policy.pdf>

Cyber-safety Policy

<https://stuarths.sa.edu.au/wp-content/uploads/2020/05/cyber-safety-policy.pdf>

