



AS Orroroo Area School

RESPECT

RESPONSIBILITY

EXCELLENCE

TOLERANCE

HONESTY

Courage, Connected, Self-awareness, Perseverance, Inquisitive

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.

Students participating in field trips, excursions or other off campus supervised activities will be advised on a case by case basis regarding the use of mobile phones.

Storage of personal devices

Students are encouraged **NOT** to bring mobile phones to school. In case of emergency contact or genuine need, contact with students can be made through the Front Office at the school. Likewise, students wishing to make phone calls are required to negotiate this with the Front Office Staff.

The following expectations apply with respect to mobile phones;

- Courtesy, consideration of and respect for others is paramount at all times.
- Phones are not to be used/ played with during the school day.
- Phones brought to school are required to be kept in the student's locker/ bag.

If the student does not comply

Students who are not able to comply with expectation will be reminded of the school policy and the phone will be confiscated. The phone can be collected at the Front Office at the end of the day.

A repeat offence will require the parent/guardian to collect the phone. Any repeat offences from this occurrence will be managed in accordance with the school's behaviour management policy.

The school does not accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use.

Internet connection for personal devices

As each student from year 9 has their own laptop and students in year 7/8 have access to a class suite of laptops and iPads, students should not need to use their own mobile phone or device to undertake a learning activity. Students will be required to connect their laptop to the school's ICT network and any relevant information specific to this requirement, such as compliant device specifications and operating systems.

Roles and responsibilities

Principal

Ensures:

- 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
- 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 may use a mobile phone in an emergency.

Students

Comply with the requirements of the school's policy, follow all reasonable directions from the Principal, and school staff.

If permitted to use a mobile phone or personal device [through exemption application] 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

Outline:

- Consultation has been undertaken with staff, students and the Governing Council regarding storage of students' devices and what actions will be taken if students do not comply with the policy.
- Consultation will occur when it is time to review these local decisions and ensure the school community members are aware of the policy requirements
- The school's Primary School Mobile Phone policy can be accessed on the school's website: www.orrerooas.se.edu.au
- The policy will be reviewed every two years from July 31st 2021

Supporting information

Other policies and procedures such as:

- school behaviour code/behaviour support policy
- school anti-bullying policy
- ICT user agreements

Are also found at: www.orrerooas.se.edu.au