

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.

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 policy aims to:

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

Bordertown High School acknowledges that mobile phones serve a purpose in both private and professional situations, and have a place in the lives of everyone in our community. It is our view that mobile phones and devices (such as smart watches and ear pods) must be handled in a responsible way that does not hinder the education process or personal wellbeing.

Responsible use of mobile phones extends beyond the school environment and applies 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 outlined in the Department for Education Legislative Framework that includes the Child Protection Curriculum, WHS and Duty of Care responsibilities of education staff as outlined in the Education Act.

Mobile phone use for secondary school students

- If a student requires the use of a mobile phone before or after school, and possesses it while at school, it must be turned off or silenced and kept in their bag or locker for the whole school day. The School does not accept any responsibility for damage, loss or theft of mobile phones or devices.
- **No student is permitted to use a mobile phone or device during any part of the school day while on the school grounds.**
- The exception is senior secondary students who access the Study Hub, who will have the privilege of using their devices to listen to music whilst doing their study in that space, but no other space.
- Using a mobile phone to create a personal hotspot that bypasses the School network is prohibited.
- Parents/Caregivers who need to contact their child during the day should phone the Front Office (87521455) and students are expected to use the Front Office to contact their parents if the need arises.
- Staff are expected to limit their use of mobile phones in class and on yard duty. Use is limited to office spaces. It is reasonable for staff to keep their phone on them for use in an emergency.
- This policy and its implementation extends to all camps and excursions. Exemptions may be approved by Senior Leadership if, as part of the excursion/camp proposal and risk assessment, an appropriate case for mobile phone usage is submitted by the lead teacher.



Special Circumstances

- If the possession and use of a mobile phone 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 SENTRAL.
- Any usage in class will be limited to Senior Secondary (Year 11 & 12) students. 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 to be non-educational).

If the student does not comply

Policy Breaches

- The mobile phone and/or device is confiscated, stored safely in the Front Office administration area and an SMS message sent to the parent/caregiver to collect the phone from the Deputy Principal.
- Senior student consequences will also include the loss of Study Hub privileges (using phone for music).
- The enactment of the School's Student Behaviour Management Policy procedures.

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 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

- The policy will be reviewed annually and ratified by the Leadership Team and Governing Council
- Consultation will occur with staff, students, the Governing Council and, if appropriate, the wider community.
- The mobile phone policy links to the Acceptable use of ICT Resources.

