

# 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:

### **Kilburn Flexicentre and Offsite Learning Programs**

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.
- Students are permitted to utilise their personal devices in the circumstance it is supportive to the class and community of YEC and learning outcomes. Usage should be limited and must be agreed to by the teacher, supporting staff member or learning provider in all circumstances.

### **Kurlana Tapa Youth Justice Centre**

- Students are not permitted phone or personal device access

## Storage of personal devices

### **Kilburn Flexicentre and Offsite Learning Programs**

- Students may store devices at the front office or in personal lockers.
- In the event students take their personal devices or mobile phones to an offsite learning program, students are responsible for the safekeeping of their devices when involved with offsite learning.
- Students are responsible for their devices and their security at all times.

### **Kurlana Tapa Youth Justice Centre**

- Students are not permitted phone or personal device access

## If the student does not comply

### **Kilburn Flexicentre and Offsite Learning Programs**

- Any behaviour that improvises the teaching, learning and/or safety of an individual through the use of a mobile phone or personal device, will result in a review of the students conduct and ultimately phone or personal device access.
- Use of a mobile phone or personal device out of hours in a manner that impacts the rights of another person or the school and its reputation would see a review of student access.
- In circumstances of breaches of conduct the school may be required to act in response. This includes but is not limited to the following actions:
  - Counselling and reminder of phone etiquette in the classroom
  - Required storage of phone or personal device at front office or in locker
  - Confiscation of device for duration of lesson(s) or time of collection by parent or carer.
  - Reconnection meeting with parent/caregiver and a determined course of response that supports schooling of the individual and their community.
  - Access to phone at breaks and before and after school hours
  - Take home and suspension responses, requiring reconnection meeting and future plan

### **Kurlana Tapa Youth Justice Centre**

- Students are not permitted phone or personal device access

## 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

- Students are provided opportunity to review the policy through access to the policy through website, availability at school setting, and through the Student Representative Council
- School Policy is accessible on the School local drive, at front office and on enrolment. Students can access this and other policies relevant to them on the schools website.
- The policy is reviewed annually and on the basis of feedback from the greater school community.

## Supporting information

It's recommended that you provide links to any other policies and procedures that may interact with your local policy on student use of mobile phones and personal devices such as:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- BYOD policy, ICT user agreements.