

# 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. Use of personal devices during school camps will be specified on camp permission forms.

## 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.

Secondary aged students at Mimili Anangu School will be permitted to access and use their mobile phones or other personal digital devices during school hours under the following conditions:

- during class time where specified by the Teacher
- at kapati and lunch breaks

## Storage of personal devices

Personal devices are brought to school at the students' own risk, Mimili Anangu School does not accept any responsibility for any loss or damage to students' personal devices.

### **Storage in the front office**

Personal devices may be stored securely at the front office – students must bring their personal device to the office before 8:45 am and collect them at home time.

### **Storage in the classroom**

During class time students must follow teacher direction regarding the storage of their personal device.

## If the student does not comply

- misuse of personal devices may result in disciplinary action which includes but is not limited to take home, family meetings or suspension.
- if a students' personal device is confiscated for non-compliance:

- In the first instance, the device will be securely stored at the front office and returned to the student at the end of the day,
- In subsequent instances, device must be collected by a parent/carer.

## Internet connection for personal devices

Where students are required to use their own mobile phone or device to undertake a learning activity, students will be able to connect their devices to the school's ICT network. When connecting to the school's ICT network students must follow the ICT user agreements.

## 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 the front office
- 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 was developed in consultation with students, staff, community members and the Governing Council
- Presentation and discussion of MAS Mobile Phone Primary Policy with the Governing Council
- Discussion with staff at staff meeting and AE meeting
- Yearly review of policy, storage of students' devices and actions if students do not comply.  
Policy Review: Term 2, 2022

## Supporting information

The following policies and procedures must be read in conjunction to this policy:

- MAS Responsible Behaviour Plan,
- MAS anti-bullying policy
- DfE BYOD policy, ICT user agreements.