



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.

The policy provides consistency for the use of mobile phones or personal devices for staff and students through the promotion of appropriate and respectful use of devices. This common understanding also provides an opportunity to maximise student learning and engagement in the classroom.

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 may access their mobile phones, school devices and other personal devices during class under the following circumstances:

- The mobile phone is in the student's bag and on silent;
- Students are permitted to use their mobile phone to text, make calls or control music but must check in and check out of class to do so;
- Music may be listened to with one ear phone at all times, where the student acknowledges they must be able to hear teacher instructions and not distract others;
- Music may be listened to in both ears during non-instructional time if approved by the teacher and at a volume that is not distracting and is determined by the classroom teacher;
- For learning activities as directed by the teacher.

Storage of personal devices

Students are responsible for their own devices, mobile and personal, at all times whilst onsite. Phones should be stored in a student's bag during class.

If the student does not comply

Students will be reminded to use phones and other personal devices as per the policy. In the first instance the classroom teacher will manage a warning process. Continual refusal to use a mobile phone or other personal device in an appropriate manner will be managed as per the NASC Behaviour Management Policy.

Internet connection for personal devices

Students are permitted to connect a personal laptop or tablet (but not a mobile phone) to the NASC internet as per the BYOD Policy.

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;
- 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.

Ensure all new students are provided a copy of the policy at enrolment as part of the Student Orientation Handbook and provided on the website for the wider community.

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 consultation phase has included:
 - Whole staff feedback in a forum;
 - Student feedback in multiple student forums;
 - Feedback provided to a Mobile Phone working party, which made informed decisions on language and areas of the policy based on staff and student feedback.
- The policy is available in the Student Orientation Handbook and on the schools' website. Annotated versions will be available in classrooms.
- The policy will be reviewed at 12months and 3 years, or more as required.

Supporting information

Further information to support the implementation and management of the policy can be found in the following NASC policies:

- Code of Conduct
- Behaviour Management Policy
- Bullying and Harassment Policy
- ICT user agreement
- BYOD policy

