



Secondary student use of mobile phones

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.

1. Safeguard and promote the wellbeing and learning of all school members
2. Teach responsible and mature mobile phone use
3. Discourage and eliminate the inappropriate use of mobile phones in the school environment

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.

General Implementation

1. Students should not use a mobile phone at **any time** during the normal school day (8.45am to 3.20pm). (Subject to this rule – there **will** be occasions where teachers and students will be using technology, like mobile phones, in the classroom – however, this will be clearly outlined and scheduled in the teachers learning assessment plans and generally will be in the Senior classes – Years 11 and 12)
2. Parents/Caregivers who need to contact their son/daughter during the school day are asked to do so by contacting the school on its landline number – 88922007. Conversely, students are able to seek staff permission to use school phones that are based in the Front Office if an **urgent** need arises.
3. We are aware that parents/carers **may** provide their child with a phone for use while travelling to and from school. If a student requires the use of a mobile phone before or after school, it must be kept turned off and secured preferably in their locker during the school day.
4. If the possession and use of a mobile phone is required for a **specific safety issue or matter of urgency** by any student, then this request must be made by a parent or caregiver to the Principal, Deputy Principal or an approved delegate. The school reserves the right to reject such a request. (If your child has a phone for this purpose, it is recommended that you take out insurance on the accidental loss of or damage to the phone. In this instance, students are required to have the phone switched off whilst at school and stored in a secure place).

5. They may hand it in to the Front Office during the day (however, we do not prefer this - as we have limited space to secure several phones for storage). Phones left in their locker or bags are at their own risk.
6. Whilst participating in a day excursion, school camp or an official out of hour's school event, mobile phones may only be used with the written prior permission of the teacher in charge of the activity.
7. The camera function on a mobile phone **must not** be used by any unauthorised person as the inappropriate or unsanctioned use of a camera may breach the Privacy Act Laws and may serve to inflame or incite inappropriate behaviours.
8. Students are strongly discouraged from bringing mobile phones to school and those who do, do so at their own risk. The security of all personal property is the responsibility of the owner. The school accepts no liability in the event of loss, theft or damage to personal property.
9. Staff also have a responsibility to model responsible mobile phone use whilst carrying out their duties. Staff are permitted to carry and use their phone whilst on a day excursion, school camp, yard duty, for teaching and learning purposes, or an official out of hours event.

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Storage of personal devices

Students will be responsible for the safe storage of mobile phones in bags or lockers. Confiscated phones will be kept in the front office for students or parents to collect at the end of the day.

If the student does not comply

1. 1st Offence: The mobile phone is confiscated for the remainder of the day
2. 2nd Offence: As above, and parent contact
3. 3rd and Subsequent Offence: As above and enactment of the school Student Behaviour Management Procedures

Internet connection for personal devices

Students using phones at school should be logged into the school's wireless internet system

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

- parents will be consulted on reviews of the policy through the governing council
- students will be consulted on reviews of the policy through the student representative council
- staff will be consulted on reviews of the policy through staff meetings
- this policy can be accessed through the school's website or by asking for a hard copy at the front office

next review date June 2023

Supporting information

- BCS - Student Behaviour Management Policy and Bullying and Harassment policy including Cyber Bullying and Harassment

Found something offensive online that the website will not take down?

Report it to the [Australian Communications and Media Authority](#)

Report offensive content:

- [Australian Communications and Media Authority](#)

Found something that may be an online scam or fraud?

Report it to [Scamwatch](#)

Other useful websites:

www.staysmartonline.gov.au

www.cybersmartkids.com.au

Report it to the [Police](#)