



## STUDENT MOBILE PHONE/DEVICE POLICY

### 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:

- to ensure their safety while travelling
- so that Parents/Caregivers can contact them outside of school hours.
- During the school day (8.30am – 3.20pm), students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day.

They will not be able to access their device until the end of the school day.

### Storage of personal devices

- Students who bring a mobile phone to school, do so at their own risk and are responsible for the safe storage of any device. The Naracoorte High School does not provide insurance for accidental loss or damage to personal items including mobile phones and personal digital devices brought to schools by students. However, claims may be met under the department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school.

### If the student does not comply

- If a student breaches this Policy, they will have their phone confiscated for the rest of that day. Students will be required to collect their phone from the Student Services Office at the end of the day.
- If there is a second breach of this Policy, this will result in the phone being confiscated and it will need to be collected by a Parent /Caregiver.
- If a student refuses to hand over their phone to a staff member when requested, a member of Leadership will be called. The phone will be kept in the Student Services Office for the remainder of the day. A member of Leadership will make contact with the Parent/Caregiver, who will then need to collect the phone. This will also be interpreted as "refusing a reasonable instruction" and the Behaviour Management Policy will be followed.



- Parents/Caregivers and students are reminded that the Office is contactable to receive urgent messages between the hours of 8.30am to 4.00pm.

## 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/Caregivers, 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.

Teachers can give permission to Senior School students to use phones only for curriculum purpose.

Permission must be written by the teacher responsible.

### 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/Caregivers

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 is the result of consultation with the Student Governing Council, School Governing Council and staff of Naracoorte High School
- This policy will be tabled for discussion at one Leadership and Staff Meeting each year. If, as a result, amendments are agreed upon, these shall be published for discussion by the school community, before formal adoption.

## Supporting information

[Student use of mobile phones and personal devices at school](#)

[Crime involving electronic evidence \(e-crime\)](#)

[Cyberbullying](#)

[Bullying Prevention Strategy \(PDF 5.5MB\)](#)

[Cyber safety school resources](#)

[Keeping safe: child protection curriculum](#)

[eSafety Commissioner](#)

[Australian Curriculum](#)