

MOBILE PHONE POLICY

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Policy contributors: H Downes, Governing Council and Uniform and Policy Committees

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 (BYOD) arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Note: digital devices include air pods, all wireless headphones and speakers.

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/guardians can contact them **outside of school hours**.

At Modbury High School all mobile phones and other digital devices must be switched off and kept locked, in the students' allocated locker. Any smartwatches should only be used as watches and not connected to a device that enables them to access messages, social media or other online media.

- For specific educational purposes, teachers may allow students to bring a device to class such as for video recording activities or presentations, or to enable specific applications to be accessed and utilised as part of their learning.
- All smartwatches and similar devices must be removed during a test or exam.

Storage of personal devices

Students must keep their mobile phones and other digital devices (excluding laptops) in their lockers securely with the school provided padlock on.

If a member of staff removes a device from a student, they will transfer it to the front office and log the devices confiscation in the register of confiscated devices and place the device, clearly labelled with the student's name and home group in the drawer provided. If the teacher is unable to transfer the device to the front office immediately, they will lock it in a secure drawer or filing cabinet and transfer it at the first available opportunity.

If the student does not comply

- The first time a device is used inappropriately, the device will be confiscated and placed at the front office (as detailed above). The student will receive a warning and a record will be made on Daymap on the form "Electronic Device (1st-4th Offence)".
- The second time a student uses a device inappropriately, the phone will be confiscated as before, however this time the student will receive a lunchtime detention in Room 2. The member of staff will update the "Electronic Device (1st-4th Offence)" form to reflect this.

- On the third occasion a phone is used inappropriately, the phone will be confiscated as before and the student will receive an after school detention. The member of staff will update the "Electronic Device (1st-4th Offence)" form to reflect this.
- On the fourth and subsequent occasion of misuse the phone will be confiscated and the student will receive a Behaviour Refocus Day in the Learning Centre. The member of staff will update the "Electronic Device (1st-4th Offence)" form to reflect this.

COLLECTING A CONFISCATED PHONE AND NOTIFICATION TO PARENTS

- When a device is confiscated, the student can collect the device from the front office at the end of the day and sign the register to confirm they have collected it
- When a device is confiscated for a second time or more, a text message will be sent to the parent/caregiver/guardian to let them know what has occurred. In the case of a Behaviour Refocus Day, the Year Level Manager will call the parent/caregiver/guardian to discuss the day and to look at ways to support the student to use their phone in a more responsible manner.

Internet connection for personal devices

Students have access to the school's WIFI for the purposes of connecting BYOD devices for educational purposes. Mobile phones must not be connected to the school's WIFI system as this is for educational purposes.

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/caregiver/guardian).

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/Caregivers/Guardians

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 written and reviewed by the school's Governing Council Uniform and Policies Committee and ratified by staff.
- The policy is available in student enrolment packs and via the Modbury High School Website.
- The policy will be reviewed every three years so will next be reviewed in term 2 2024, or earlier if the need arises.

Supporting information

This policy and the student use of mobile phones and personal devices is also covered in these policies:

- Behaviour Support Policy
- Anti-Bullying and Harassment Policy
- BYOD Policy, ICT User Agreements

<https://www.modburyhs.sa.edu.au/our-school/policies>