MODBURY HIGH SCHOOL
FINEM RESPICE

MOBILE DEVICE POLICY

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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 and is in line with the Department of Education Policy.

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 are not permitted to use their mobile phones or other personal digital devices during school hours, unless there is a specific agreement in place, such as;

- A teacher has requested that students bring a device to class for a particular purpose, the teacher will record this on
Daymap as part of the lesson outline;
- A student has a medical condition which requires a device for monitoring and/or management of the condition. This must be documented in the students healthcare plan and recorded on Daymap;
- A student is the, documented, primary carer for siblings or another relative and as such must be contactable;
- A student has a documented need for a device as per the students One Plan, this will be recorded on Daymap;
- A student requires the device to translate for them due to their EALD status, this will be recorded on Daymap.

Any other requests for an exemption will be assessed on their merits. All exemption requests should be submitted to the Principal using the exemption form found in appendix A

Storage of personal devices

Students must turn their phones off and store their devices in their lockers and lock their lockers with the padlock provided by the school.
Should a student have any concerns about the security of their padlock code, they must report their concerns immediately to their home group teacher or Year Level Leader and switch their padlock for one with a different code.

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If the student does not comply

Misuse of personal devices may result in, but is not limited to:

- First offence – device is confiscated and taken to the front office, warning is given and record completed on Daymap.
- Second offence – device is confiscated and taken to the front office, a lunch time detention in the Learning Centre is given., documented on daymap. The student will then be required to sign their phone in at the front office each day and collect it at the end of the day. The period of which is determined by the year level leader and can be as little as the remainder of the week, up to the remainder of a term.
- Third offence – device is confiscated and taken to the front office, documented on daymap. At this stage the students' parents/caregivers/guardians will be called in for a meeting about the student's mobile device, and further consequences will be discussed.
- Further offences – device is confiscated and taken to the front office and notify the relevant Year Level Leader for appropriate consequences to be issued in line with the behaviour support policy.

Any teacher confiscating a device must take it to the front office and place it in an envelope clearly labelled with the student's name and home group. They must then complete the record book at the front office with the student's name, home group, date and device confiscated, the student will sign this on collection to show they have collected it.

This policy addresses both the misuse of a mobile device and the non-compliance with school rules. When consequences are given the confiscation of the phone and later requirement to hand a phone in each day for persistent use of a phone is targeting the inappropriate use of the mobile device. The escalation of consequences in terms of detentions through to behaviour refocus days is to address the persistent non-compliance with school rules.

To collect a device a student must show proof of their identity, such as their student card, before they can collect and sign for the device.

Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, they will be required to connect their devices to the school's ICT network as per ICT Acceptable Use 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
- 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

Outline:

- Consultation has occurred via SVC and the school Governing Council Uniform and Policies Committee.
- The policy can be found under the 'School Policies' link under 'Connect' on the MHS school website.

Other supporting policies include:

- Behaviour Management Policy;
- Anti-bullying and Harassment Policy;
- BYOD policy, ICT user agreements.

These can be found on the MHS website here: Policies and Procedures | Modbury High School (modburyhs.sa.edu.au)

Policy review

The school council and staff will regularly monitor and review the effectiveness of the Mobile Device Policy (at least every three years) and revise the policy when required.

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Appendix A

Request for Mobile Device Exemption

Student name: _____ Home group: _____

Reason for exemption, check the appropriate box:

- Medical
  - Condition: _____
  - A healthcare plan documenting the condition that requires the device for monitoring and/or management must be submitted to Modbury High School. *On the back of this form describe how the device requested enables your student to monitor and/or manage their condition.*
- Primary carer
  - Who does the student care for: _____
  - Documentation to show that the student is the primary carer for siblings or another relative and as such needs to be contactable must be submitted to Modbury High School.
- EALD – verified student who qualifies for EALD support under the LEAP Levelling Guidelines who requires the use of a device for learning purposes.
  - Verification for the need for a device will be undertaken by Modbury High School.
- Requirement for a mobile device as per the students One Plan
  - Reason: _____
  - For new students the One Plan from the previous site or for existing students a copy of the current MHS One Plan that details the reason the device is required must be attached to this request.
- Other, please detail any other reasons for the request below and provide supporting documentation:

_____

_____

Parent/Caregiver/Guardian Signature: _____ Date: _____
Please ensure you attach any supporting documents to your request for an exemption.

Exemption Approval:

Device(s) approved:

- **Phone**
- **Smartwatch**
- **Other: _____**

Signed _____ Joanne Costa (Principal) Date: _____

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Explanation of how the requested device enables your student to monitor and/or manage their condition: