



## STUDENT MOBILE PHONE POLICY

### RATIONALE

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While mobile phones and other such devices have significant advantages for use in the broader community, their use in schools is highly problematic. In schools, mobile phones can be significant distractors to learning and they can also pose significant risk to the safety of students through unfiltered access to the internet. There has been significant research around the impact on adolescents of extended exposure to screen time.

### PURPOSE

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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 the school Laptop scheme**. 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 STUDENTS

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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 whilst travelling to and from school.
- so that parents can contact them outside of school hours.

### EXPECTATIONS

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- Students **may not** use mobile phones or similar devices while on school grounds at any time. In addition, school staff are not to see or hear student devices of this kind at school.
- This policy applies to all times students are at school and on school grounds including during and between classes and at all break times such as recess and lunch. Please note: 'school grounds' extends to school excursions, sports carnivals and other events off the school site, where an approved school activity takes place.
- There may, on occasion, be the requirement for students to have access to their mobile phone for their safety. eg City based camps and excursions. This will be directed by Principal and school staff on a case-by-case basis.
- Contact between students while they are at school and their parents/carers should only occur through the school office on 8737000. Office staff will happily pass on urgent messages to students.

### STORAGE OF PERSONAL DEVICES

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Students must ensure that their phones and other devices are always stored in their locker. For this reason the school recommends that students lock their lockers. **Locks must be provided by students.**

The school takes no responsibility for lost, stolen or damaged phones. If students choose, they can be stored in the front office securely until collected.

## IF STUDENT DOES NOT COMPLY

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There are three steps which will be used in all cases of non-compliance. They are as follows:

**Step 1:** Students who choose to use their mobile phones for any reason will first be issued with a **warning**. Students will be required to give the phone/device to a staff member, this will be noted on Sentral and it will be securely stored in the school office until the completion of the school day when they can be **collected by the student**.

**Step 2:** Students who choose to use their mobile phones for any purpose for a second time within a calendar year, will be issued with a **warning of internal suspension**.

Students are required to give the phone/device to a staff member, this will be noted on Sentral and it will be securely stored in the school office so that **the parent/carer of the student may collect** the phone at their earliest convenience.

**Step 3:** Students who choose to use their mobile phones for any purpose for a third time within a calendar year, will be **internally suspended** for repeated non-compliance with school rules, consistent with our school policy.

Students are required to give the phone/device to a staff member, this will be noted on Sentral and it will be securely stored in the school office so that **the parent/carer of the student may collect** the phone at their earliest convenience.

At this point consultation between the school Principal and parent/caregivers will occur to make decisions about a student's ability to bring their phone onto school grounds in future.

## ROLES AND RESPONSIBILITIES

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### PRINCIPAL

- Ensure this policy is clearly communicated and accessible to all students, staff and families
- Ensure there is a process for regular review of the policy
- Enable secure storage is provided for student personal devices that are handed in to school staff and individual lockers that the school provides for students to store their belongings are appropriately secure, however students will need to provide their own functioning locks.
- Ensure processes are in place for monitoring internet and school network use.
- 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 young people.

### SCHOOL STAFF

- Deliver learning opportunities and maintain a safe and productive 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 in the front office 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 young people.

## 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 young person 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 young person to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

## COMMUNICATION AND REVIEW

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Consultation of policy has occurred with staff and the governing council who have sought feedback from the school community.

The school policy will be made available to staff, students and families through SENTRAL, school website and parent information pack at the beginning of each year.

The school policy will be tabled for discussion at one Leadership and Staff meeting in Term one each year to be reviewed, any amendments will be forwarded to Governing council to discuss, at which point policy will be published for discussion before formal adoption.

## SUPPORTING INFORMATION

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- School Behaviour Code
- Behaviour Support Policy
- School Anti-bullying Policy
- ICT User Agreement

## REVIEW DATE

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Term 1 2022

# STUDENT MOBILE PHONE POLICY AGREEMENT

Dear Parent/Caregiver

As members of this school community there are family or work-related reasons to have access to a mobile phone at school. However, inappropriate phone use can disrupt classes and interfere with our core business: learning. We are also aware that available technologies mean that phones can be used inappropriately to harass others or to store materials unsuitable for school.

Consequently, our mobile phone policy incorporates the following guidelines:

- Students **may not** use mobile phones or similar devices while on school grounds at any time. In addition, school staff are not to see or hear student devices of this kind at school.
- This policy applies to all times students are at school and on school grounds including during and between classes and at all break times such as recess and lunch. Please note: 'school grounds' extends to school excursions, sports carnivals and other events off the school site, where an approved school activity takes place.
- There may, on occasion, be the requirement for students to have access to their mobile phone for their safety. eg city based camps and excursions. This will be directed by Principal and school staff on a case-by-case basis.
- Contact between students while they are at school and their parents/carers should only occur through the school office on 8737 000. Office staff will happily pass on urgent messages to students.

We are seeking your assistance in implementing this policy, and ask that you complete the Parent Permission form below to enable your student to have a phone at school. We are most happy to receive feedback and concerns about this policy, and your views can be expressed by contacting us on 8737 0000.

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## STUDENT/PARENT RETURN SLIP

I understand and accept the above statements relating to how I may use my mobile phone as a student of Penola High School.

Student Mobile phone number: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student's home group: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_