

Secondary student use of mobile phones and personal devices

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. These may include:

- to ensure student safety while travelling
- so that parents can contact students outside of school hours.

We see electronic devices as tools for learning. All electronic devices are turned off and not seen/used until directed by the teacher.

Storage of personal devices

Personal devices can be stored in the student's secure locker or in the designated area in the classroom or in Student Services.

If the student does not comply

If a student does not comply with the policy the teacher will issue one verbal warning. If the student continues not to comply, the student will be directed by the teacher to hand their device to Student Services, who will then store it safely for the remainder of the day. The student will be able to collect their device at the end of the school day.

If this consequence is applied to a student three times within a term, the phone will be stored in Student Services for the next five consecutive school days.

If a student does not follow directions by the teacher or adhere to this consequence the matter will be escalated to the Year Level Leader who will follow up accordingly.

Roles and responsibilities

Principal

Ensure:

- 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 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;
- enforcement of the school's policy and responses to instances of non-compliance;
- school reports and responds to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements;
- consideration of requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis and ensure that approved exemptions are documented, that relevant staff are informed about students' exemptions.
- that staff 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.
- Ensure 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



This school policy was developed through consultation with staff, students and parents in 2021 in line with the Department for Education's student use of mobile phones and personal devices policy. It will be reviewed by the end of Term 2, 2022. This policy can be accessed through the Mitcham Girls High School website.

Supporting information

- [Bullying Prevention Policy and Plan](#)
- [ICT Device User Agreement](#)