

Mitcham Girls High School

Mobile Phone Policy

Summary

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.

Publication date	07/08/2023
Related legislation	
Status	Approved
Related policies, procedures, guidelines, standards, frameworks	Student use of mobile phones and personal devices policy https://edi.sa.edu.au/library/document-library/controlled-policies/student-use-of-mobile-phones-and-personal-devices-policy
Version	1
Replaces	n/a
Policy/Procedures/Guidelines officer (position)	Deputy Principal
Applies to	All students
Approved by	Governing Council
Approval date	7/08/2023
Review date	07/08/2024

Revision table

Date	Version	Revision description
07/08/2023	1	Revision of site procedures in line with DfE policy, procedures and guidelines

Contacts and roles

<i>Title</i>	<i>Current person appointed</i>	<i>Contact details</i>
Principal	Rosie Heinicke	8272 8233
Deputy Principal	Nathan Cini	8272 8233
Health and Safety Rep	Colleen Tomlian	Via Executive Officer
Business Manager	Heidi Forgan	8272 8233
Facilities Manager	Marc Vallance	8272 8233
Daily Organiser	Jo McLachlan	8272 8233
Senior First Aid Officer	Sandra Pedder	Via Student Reception
Executive Officer	Kerri Wilmshurst	8272 8233
Education Director	Linda Richardson	via Principal, Executive Officer or EDs PA
Education Director PA	Elke Caire	8393 9232 Direct 8391 4705 Mt Barker office
Director, Incident Management		8226 1840
Department for Education Security and Emergency Management hotline		1800 000 279

Mobile Phone 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 to students from when they arrive at school until 3:15PM. The policy also applies when attending an authorised school activity such as an excursions, events, and rehearsals during school hours.

This policy will ensure students are provided with:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach and students can learn free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Mobile Phone use for Secondary Students

Mitcham Girls High School recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

We are very much aware that the mobile phone features significantly in our students' lives and the advances in technology make it far more than just a phone. The school understands that this technology is part of our world and that parents often support their children having mobile phones for safety reasons.

Student responsibility for the appropriate use of personal electronic devices at school is required at all times and must be in accordance with and reflect our school values. Listening to music, watching videos, playing games, accessing the internet, engaging in social media platforms, taking photos or videos, talking or texting during class disrupts teaching and learning. This mobile phone policy aims to promote a safe environment for both teachers and students. The following policy relates to mobile phones, however, any device that has access to social media, and has the potential to take photographs is included in this policy.

As electronic devices provide instant communication, students may text, call or access internet sites at inappropriate times which can distract from learning. Camera and video capabilities pose an additional problem as they can be used to invade others' privacy or they may be used to display or distribute illegal material. Our school policy ensures that phones are to be switched off and out of sight while on school grounds before and after school, and during the school day, in all areas of the school.

Phones are not to be used before and during school hours between 8:45am and 3:15pm (2:15pm on Wednesdays) unless explicit instruction has been given by a teacher or an exemption has been granted.

What Students Must Know:

1. Mobile phones and other personal devices, (including music devices, earphones) must be out of sight and on flight mode or turned off when on school grounds before and during school hours (until 3:15PM). This policy applies while students are at school or attending an authorised school activity such as an excursions, events and rehearsals during school hours.
2. Smartwatches may be worn on school grounds, and during the school day, including activities as long as they are on flight mode or school mode.
3. Students cannot access their phones/devices at all before and during school hours without explicit instruction from a teacher or an exemption. This includes before school and during school hours, including recess and lunchtimes.
4. Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.

5. Students who choose to bring mobile phones or other devices to school accept sole responsibility for their care, including those with an exemption. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.
6. Students who access their phone without permission before school and during school hours will need to lock their phone away as directed by a member of staff. It will be stored securely in Student Services for collection at the end of the day.
7. If a student needs to make an essential phone call, they will need to do so from the Student Services area. This will need to be negotiated with staff.

Exemptions

Families who believe that their student has a legitimate reason for an exemption under the following categories can apply for an exemption at the following link:

<https://forms.office.com/r/CUqaLSsmWR>

Exemptions can be granted for:

- monitoring or managing a medical condition
- a student with a disability or learning difficulty.
- personal circumstances requiring more ready access to their phone, such a primary carer.
- a group on a specific camp or excursion to maintain communication/safety reasons (application to Deputy Principal)
- class or cohort of students for a reason related directly to a learning activity or assessment task.

Students who have been issued an exemption can only use the mobile phone or personal device for the purpose for which the exemption was granted. Any use of these devices must be in line with this policy and the student's documented mobile phone exemption plan, and done in a safe, responsible, and respectful way.

Exemptions, if approved, will be recorded on the Learning Management System (Daymap).

If the student with an exemption does not comply

- Students who access their phone without permission will lock their phone away securely in Student Services for collection at the end of the school day.
- In the first instance, parents/carers will be notified. The student will lock up their phone and receive a reminder of the policy requirements.

Internet connection for personal devices

If a student opts to bring their own laptop device, both parent and student need to have signed the Student BYOD Laptop User Agreement. ICT will then setup the device to access internet via the school network.

Roles and Responsibilities

Student:

1. Comply with the requirements of the school's policy and follow all reasonable directions from Mitcham Girls' High School staff.
2. Take responsibility for phones, laptops or other devices they bring to school.
 - a. It is a criminal offence for mobile phones to be used to menace, harass or offend another person. In such instances, parents/carers will be contacted and advice from SAPOL will be sought. SAPOL may become involved in managing the incident.
3. Ensure mobile phones, headphones and other personal devices are in flight or school mode or switched off and away when students enter school (before school) and during school hours (3:15PM).
4. If students are permitted to use a mobile phone in line with this policy, they must do so in a safe, responsible, and respectful way and support peers to do the same.
 - a. When an exemption is granted under this policy, students must not use mobile phones or personal devices to photograph or video others. Students recording/filming in order to provide evidence of learning for assessment purposes must obtain written permission from all parties being recorded and their parents/carers in addition to the exemption.
 - b. Students must not use phones or personal devices to photograph or video inappropriate content or film student incidents. Such actions will be managed using DfE policy and procedures.

- c. Students must not disseminate any inappropriate or illegal material via a personal device. Such actions will be managed using DfE policy and procedures.
5. Ensure no phones are used within any toilet block or change room facility within the site or other site, if on excursion/camp. This includes during learning and break times.
6. Comply with the MGHS User Agreement Policy signed by students and parents/carers during the student's enrolment meeting.
 - a. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Staff

1. 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.
2. Respond to instances of non-compliance within the learning environment in line with the MGHS responding to behaviour procedures.
 - a. School Administration staff are to contact home, to inform parents/carers about non-compliance.
3. Make sure that any student personal devices that are locked away, are stored in a secure location and are returned to the student (or their parent/carer).
4. 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.

Principal

1. Make sure:
 - a. This policy is clearly communicated and accessible to all students, staff and families.
 - b. There is a process for regular review of the policy.
 - c. Secure storage is provided for student personal devices that are locked away.
 - d. Process is in place for monitoring internet and school network use by all members of the school community.

2. Enforce the school's policy and responses to instances of non-compliance.
3. Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
4. 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.
5. 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.

Parent / Caregiver Responsibilities

1. Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
2. Use the school's formal communication channels (phone 8272 8233 or email dl.0903.info@schools.sa.edu.au) 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.
 - a. Student Reception (phone 8272 8233) is the appropriate point of contact for parents/carers, including where urgent contact needs to be made with students.
 - b. If students need to be picked up from school, Student Services will contact you.
3. 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.

Responses to students who are using their devices inappropriately in class

Persistent inappropriate use of Mobile Phones

- Students will be instructed to lock their phone in a locker in Student Services
- If students refuse to follow instructions, a phone call home will be made to the parent/carer and further consequences may be

implemented. At no time will a staff member handle a student's phone/personal device.

Persistent inappropriate use of other Personal Device

- Students will be reminded of appropriate use in accordance with this policy, the 'Cyber Safety User Agreement' and 'ICT User Agreement' signed during the student's enrolment
- If students refuse to follow instructions, a phone call home will be made to the parent/carer and further consequences will be implemented

Illegal use of Electronic Device

- Any student who uses an electronic device in an illegal manner will be referred to a member of the Executive Leadership Team
- SAPOL will be contacted, and advice sought on the management of the incident
- Parent/carer will be contacted
- School based consequences will be implemented

*In line with DfE policy and/or on advice from SAPOL, situations may require staff to direct students to isolate their electronic devices by locking them away in a secure place.