



EFS Policy Document

Secondary student use of mobile phones and personal devices policy

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PURPOSE

This policy provides direction to students, staff, and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, earbuds/earphones/headphones, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device (BYOD) arrangement. EFS has a BYOD Laptop Policy for secondary students. This policy applies while students are at school or attending an authorised school activity during school hours.

MOBILE PHONE USE FOR SECONDARY SCHOOL STUDENTS

The department's position is that secondary students cannot use their mobile phones and personal devices at school during school hours unless permission is given by the Principal for medical and other health related issues or a teacher for an educational activity. The department and the school recognise 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

During the school day students are not permitted to access or use their mobile phones or other personal devices during lesson time unless they have a Principal exemption or are given specific permission by a teacher for an educational activity. Students must switch off their devices, or switch to flight mode, as soon as the bell goes at the beginning of the school day. They will not be able to access their device until the end of the school day unless they have permission to pay using their phone at the canteen during recess and lunchtimes.

STORAGE OF PERSONAL DEVICES

- Mobile phones and personal devices (excluding laptops) must be turned off, or switched to flight mode, and placed securely in a student's bag or locker as soon as the first bell goes in the morning.
- Phones/devices are not permitted to be used during recess and lunchtimes other than to pay at the canteen.

IF A STUDENT DOES NOT COMPLY

- Any student caught with their phone or other device out/switched on during the school day will be directed to take the phone or other device to Student Services, Middle Years or Senior Years Administration Desk/SSO to be checked in and confiscated. Parents will be contacted by SMS, and the phone or other device will be returned to the student at the end of the school day as per the policy.
- Should the student incur a second phone or other device confiscation, the appropriate leader will contact the parent advising them of the second confiscation, and escalated consequences which could include:
 - Student expected to check in the phone or other device at student services on arrival at school and collect it at the end of the day
 - Possible take home or suspension
 - Where a student's misuse of a personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students' procedure, or to contact South Australian Police if the behaviour is suspected to be illegal.

TEMPORARY EXEMPTIONS FOR OTHER AGREED PURPOSES

The following temporary exemptions may be made available to students at the discretion of individual teachers.

All exemptions are subject to the device being used appropriately and only for the purpose specifically permitted by the teacher. Personal devices must be turned off and put away immediately after the exempted activity has concluded, and not brought to future lessons/activities without explicit teacher permission.

- Students may be permitted to bring personal devices on a camp or excursion for learning purposes and/or to facilitate contact with their families at specified and supervised times. Expectations regarding student use of devices on the camp or excursion will be detailed in parent consent information.

ROLES AND RESPONSIBILITIES

Principal or Head of Campus

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
- processes are in place for monitoring internet and school network use by all members of the school community
- Enforce the 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 policy from parents 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

- Seek approval from curriculum leaders for all learning activities requiring mobile phone use
- 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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom
- 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 policy and follow reasonable directions from the Principal and school staff
- If permitted to use a personal device in line with the 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 personal device to bully, harass or threaten others
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

Parents

- Support the implementation of the school's policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (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.