



Coomandook Area School

"Striving To Make The Difference"

SECONDARY STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES

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, 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. 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. Students must switch off or mute their devices before storing them 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 are given permission to do so by their supervising teacher **at that time**.

Storage of personal devices

Students in the Secondary School (Year 7 and above) who bring a mobile phone or other device with them to school must keep them secured in their bag or locker.

If the student does not comply

If students do not comply with this instruction the mobile device will be confiscated and kept at the front office until the end of the day. If it is the first time that the student has not complied with the policy, the device will be returned to them at the end of the day and a letter sent to their parents/caregivers informing them of the confiscation and reminding them that the next time the student does not comply with the policy, the parents/caregivers will be required to collect the device from the front office. Continued non-compliance with the policy will be considered a breach of the school behaviour code and may result in consequences such as lunch time detention.



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. Students are responsible for providing a suitable lock to secure the individual lockers that the school provides for students to store their belongings.
- 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

This policy has been developed in line with Department for Education policy documents, in consultation with staff, the Governing Council and the Student Representative Council.

It can be found on the school's website or by contacting the front office on 85733007

This policy will be reviewed in June 2022.

Supporting information

This policy should be used in conjunction with the school's behaviour Support Policy and ICT Use Agreement.

