



## Port Augusta Special School:

### Student use of Mobile Phones and Personal Devices R - 12:

## **Secondary Students - 7-12:**

### Purpose

#### **This policy:**

- **Provides instruction for managing the use of mobile phones and personal devices during the school day.**

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. This may include:

- To ensure their safety while travelling to and from school
- So that parents can contact them outside of school hours.
- Students may be required to access their device during the day but only under teacher discretion.
- Students may not access their devices during break times unless it is written into their One Plans.
- The owner of the device is the only one who is able to use the device.
- Under no circumstances are students permitted to take photos of others.

### Storage of personal devices

Students accept that they are solely responsible for their device(s) security and that the school does not provide safe storage beyond the teacher's cupboard.

### If the student does not comply

- Misuse of personal devices may result in disciplinary action as per our school's Student Behaviour Code.
- A mobile phone, or personal device may also be confiscated, in which case the device will be sent to the front office for secure storage and be picked-up by the student at the end of the day.

# Primary Students - R-6:

## Mobile phone use for primary school students

The view held at Pt Augusta Special School is that primary aged students cannot use their mobile phones and personal devices at school during school hours. 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 to and from school.
- 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.

## Storage of personal devices

Students accept that they are solely responsible for their device(s) security and that the school does not provide safe storage beyond the teacher's cupboard.

## If the student does not comply

- Misuse of personal devices may result in disciplinary action as per our school's Student Behaviour Code.
- A mobile phone, or personal device may also be confiscated, in which case the device will be sent to the front office for secure storage and pick-up by parent at the end of the day.

## Communication and review

Outline:

- Consultation has been undertaken with students through SRC
- The broader school community was consulted through Governing Council and will be asked to have input in the review of this policy
- Staff were invited to have input into this policy at staff meeting held 27 May 2021
- The policy will be located on our intranet at
- [J:Common/ADMIN/Policies&Procedures/Policies/Use-of-mobile-phones-and-personal-devices.doc](#)
- The next review date is 10 June 2024.

## Internet connection for personal devices

- Only students with access to the school's ICT network may use the Internet at school.
- Students must return the agreed ICT School Use Policy, signed by parents, as required.
- Any approved software and operating systems may be accessed.



## Roles and responsibilities

### **Principal**

Make sure:

- This policy is clearly communicated and accessible to all students, staff and families
- This policy is reviewed every three years
- 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 and behaviour codes.

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.

## Supporting information

Links to other policies and procedures that may interact with this local policy on student use of mobile phones and personal devices:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.