# Marryatville High School

# Use of mobile phones and personal devices policy

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# Marryatville High School

# Use of mobile phones and personal devices 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 Marryatville High School. This policy applies to students of all year levels. Digital devices include, but are not limited to, smartwatches, headphones, tablets or laptops that are not part of the school's official Laptop Program (called personal devices below). This policy applies while students are at school or attending an authorised school activity such as an excursion, during school hours.

Students, staff and families are reminded that as Marryatville High school has a well-defined and supported School Laptop Program, only laptops purchased as part of this program can be brought to school. At no time should students bring a non-school program laptop to school.

This policy workS in conjunction with the School's Information and Communication Technology Acceptable Use and Cyber-Safety Policy.

## Mobile phone and personal device use for secondary school students

Our school recognises that there are significant 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
- to support students in organisation (e.g. DayMap notifications/access)
- use in some individual lessons or courses to support student learning

To ensure that personal devices, mobile phones, headphones or other non-school program devices do not interfere with the learning of students, the school takes the following position:

- Students may carry mobile phones and personal devices at any time at school, however the following conditions apply:

  o Mobile phones and personal devices must be switched to silent mode from 8.30am-3.15pm and it is the student's responsibility that these devices do not interrupt the school day.
  o Mobile phones and personal devices should remain out of sight and may only be used in a lesson or homegroup period when explicit permission has been given by the teacher responsible for that lesson.
  o Students must abide by privacy laws and are not to film or photograph any member of the school or wider community without explicit permission to do so from all parties.
  o Students will not engage online in a way that contravenes the values of the school or brings the school's reputation into disrepute.
  o While students are permitted to use mobile phones and personal devices at break times the school encourages students to be mindful of physical safety while using these devices (walking and messaging etc).

Leaders managing school Camps and Excursions may alter some or all of these conditions for the duration of the camp/excursion. Notice will be given to the students attending these events.

## Storage of personal devices

During the school day (8.30am-3.15pm) mobile and personal devices need to be stored out of sight and on silent. This means that a student may keep their phone in their locker, pocket, in their pencil case or laptop case etc.

## If the student does not comply

If a student fails to comply with this policy, the following steps will be taken by the school. These steps are derived from the school's Behaviour Intervention Policy.

Step 1: Informal warning outlining the inappropriate behaviour within classroom
Step 2: Student is moved within the classroom to enable closer supervision. Email to parent/ caregiver, and complete a learner management system record
Step 3: Formal communication and/or duty with subject teacher.
Step 4: Extended School Day
Step 5: Discussion with appropriate wellbeing team on further intervention steps (student suspension, or suspension of phone privilege).

Exceptional circumstances may arise where a staff member is required to confiscate a mobile phone or personal device. If this is to occur, the following process will be taken:

- the staff member will inform the student that the device is being confiscated as they have breached the conditions of this policy
- the device will be taken and held by the staff member for the duration of the period or until the issue has been resolved.
- Devices held longer than the duration of the lesson will either remain in the possession of the staff member or be taken to be securely held at Student Services until the end of the day.
- A Behaviour Intervention record will be created documenting this process and parents/caregiver will be informed by the staff member that this has occurred.

## Internet connection for personal devices

Students, staff or the wider community who bring mobile or personal devices to Marryatville High School or any related activity are not permitted to connect or attempt to connect the device to school's ICT network.

## Responsibility for mobile and personal devices

At all times, the individual owner of the device remains solely responsible for the safety and security of their device. Students are encouraged to ensure devices are secure in their lockers or always held on themselves (unless confiscated). Unless in the act of confiscating a devices (see above) students will not be asked to place their device in a communal space, draw or container (etc). Staff at the school have been explicitly asked not to do this.

# Responsibilities

## Leaders

**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

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.

**Senior Leadership staff**

Make sure:

- the school has provided secure storage for student personal devices that are confiscated as part of the behaviour intervention process, and that individual lockers or locks are available
- 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/caregivers, 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.

**Year Level Leaders**

Will:

- actively monitor student behaviour in relation to this policy through Power Bi and the learner management system to identify concerning patterns of behaviours that may undermine engagement and achievement
- consult with relevant Senior Leader (when required) to provide timely interventions in response to concerning patterns of behaviour
- work with parents, caregivers, student wellbeing leaders and service providers to support students affected by behaviours of concern
- implement a suspension of phone privileges for students where repeat behaviour warrants it

## 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 Behaviour Support policy:

- in response to inappropriate low-level behaviour, staff will follow the agreed 3 Step process of progressive intervention, as outlined in the school's Behaviour Support Policy.
- discuss low-level behaviour concerns with students, maintain appropriate communication with parents/caregivers and school leaders through referral options, and supervise duties when this is an appropriate consequence.

- refer students to Year Level Leaders only after in class interventions have been attempted for low-level behaviour.
- engage in restorative conversations with student/s to restore positive working relationships
- record on the learner management system relevant notes regarding student behaviour concerns, steps taken, and interventions used

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

Outline:

- Consultation was undertaken in the development of this policy through the school's ICT Committee and it's representative members. The policy was then tabled and approved by the school's Governing Council
- The policy is published on the school's website and provided as part of the annual policy pack for students and families to sign
- This policy will be reviewed annually by the Director of ILS and three-yearly by the school's ICT Committee.

## Supporting documents

The following policies and documents have contributed to, or are referenced in this policy:

- School Behaviour Intervention Policy
- Information and Communication Technology Acceptable Use and Cyber-Safety Policy