

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 at Marryatville High School. This policy applies to students of all year levels. Digital devices include, but are not limited to, mobile phones, smartwatches, personal headphones (unless attached to an official school laptop), 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 during school hours or attending an authorised school activity such as an excursion or camp.

Students, staff, and families are reminded that as Marryatville High school has a well-defined and supported School Laptop Program, that 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 Marryatville High School's Information and Communication Technology Acceptable Use and Cyber-Safety Policy and is in line with the Department for Education's 2022/3 direction around the removal of Mobile/personal devices from all schools.

Mobile phone and personal device use for all secondary school students

Mobile phones or personal devices with internet connectivity (e.g. smart watches, tablets, non-school laptops) should remain at home.

In the event that a device must be brought to school (for security or travel reasons), students must keep these turned off and locked in their school locker, unless granted an exemption by their school under the Department's policy (see Exemption sections below).

While our school recognises that students and families may feel there are significant legitimate reasons for students to bring a mobile phone or personal device to school, this is not appropriate.

This will ensure:

- 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.

Exemptions

Families who believe that their student has a legitimate reason for an exemption under the following categories can apply to the relevant school Leader (in brackets next to each area) who will seek an official exemption from the school Principal.

Exemptions can be granted for:

- monitoring or managing a medical condition (application to Year Level Leader)
- a student disability or learning difficulty (application to Inclusive Education Leader)
- personal circumstances requiring more ready access to their phone, such a primary carer (application to Director of Wellbeing).
- a group on a specific camp or excursion to maintain communication/safety reasons (application to Director of Operations via camp/excursion forms)

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 done in a safe, responsible, and respectful way.

Exemptions, if approved, will be recorded on the Marryatville High School Learning Management System (DayMap) and a “Mobile Device Exemption card” will be issued to the student. This must be carried with the device at all times and presented to staff on request.

Storage of personal devices

During the school day (8.30am-3.15pm) mobile and personal devices must be switched off and stored in the student’s locker. Students are required to secure their locker with an approved school lock.

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: Informal warning and request for student to lock device away in their locker.

Step 2: Subsequent infringement: Lunch/recess duty with staff member and message to parent/caregiver. Device may be confiscated. Behaviour Intervention Record on DayMap.

Step 3: Subsequent infringement: Extended School Day and Behaviour Intervention Record.

Step 4: Subsequent infringement: Referral to Year Level team for further consequences (can include suspension).

In the event that a mobile phone or personal device is confiscated from a student:

- 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 (usually placed on the teacher desk).
- Devices held longer than the duration of the lesson will be stored securely at Student Services for collection at the end of the school day.

Internet connection for personal devices

The mobile phones or personal devices of students, staff or the wider community are not permitted to connect or attempt to connect to the Marryatville High School ICT network.

Responsibility for mobile and personal devices

At all times, the individual owner of the device remains solely responsible for safety and security of their device. All students, including those with an exemption are encouraged to ensure devices are secure at all times. Unless in the act of confiscating a device (see above) students will not be asked to place their device in a communal space, draw or container (etc).

Roles and responsibilities

Principal and Senior Leadership Team

Ensure:

- the policy is clearly communicated and accessible to the school community and regularly reviewed
- the policy is enforced and incidences of non-compliance are reported and responded to in a timely manner
- secure storage is available for any devices that are confiscated
- processes are in place for monitoring internet and school network connections
- approved exemptions are documented and communicated to relevant staff
- modelling and promotion of safe, responsible and respectful use of mobile phones
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

School staff

Ensure:

- delivery of learning opportunities and maintenance of a safe and productive learning environment.
- steps are taken to ensure that no unauthorised use of personal devices occurs in learning environment or on school grounds.
- timely response to and reporting of, instances of non-compliance in line with this policy and the school's behaviour intervention policy.
- confiscated devices are stored in a secure location (Student Services) and are returned to the student (or parent).
- report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- modelling and promotion of safe, responsible, and respectful use of mobile phones

Students

Ensure:

- mobile and personal devices are left at home, or stored securely, switched off, in a locker.
- compliance with the requirements of the school's policy including all reasonable directions from the Principal and school staff.

- in the event that an exemption is granted, carry an exemption card with the device at all times, and use the device in a responsible and respectful manner only for the purpose for which the exemption was granted.

Parents

Ensure:

- students are supported to make informed decisions about mobile phone use in the context of this policy.
- students understand the consequences of non-compliance with the policy.
- urgent communication with students occurs via formal school channels (e.g. if a student needs to be collected early)
- students are aware of support personnel and services at school in the event of an emergency or issue of concern.

Communication and review

Outline:

- Consultation was undertaken in the re-development of this policy through the school's ICT Committee (2022) and its 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 by the Director of ICT annually and three-yearly by the school's ICT Committee.

Supporting information

The following documents underpin or are referenced in this policy:

- Marryatville High School *Behaviour Intervention Policy*
- Marryatville High School *Information and Communication Technology Acceptable Use and Cyber-Safety Policy*
- Department for Education *Student use of mobile phones and personal devices at school* November 2022.