



PLAYFORD INTERNATIONAL COLLEGE

Student use of Mobile Phones & Personal Devices Policy

SUMMARY

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.

Table 1 - Document details

Publication Date	June 2021
Review Date	
Related Policies, Procedures, Guidelines, Standards, Frameworks	Electronic Device User Agreement Acceptable Electronic Device use policies Laptops for Learning Program Student Behaviour Management Policy Mobile Phone Procedure poster 1 Mobile Phone Procedure poster 2



1. Title

Student use of Mobile Phones & Personal Devices

2. 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 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.

3. Procedure Detail

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.

Mobile phones and electronic devices are common and effective tools widely used in society. At school, technology can enhance student learning but we must each be responsible for using these devices in a socially and educationally acceptable manner.

Our intention is to ensure that:

- Students use devices responsibly in their own time (before and after school and at school break times)
- Students follow teacher instruction for the use of devices during lesson times.

No student is permitted to use an Electronic Device at school unless a current Electronic Device Policy Agreement has been signed and received by the school's ICT department.

Students are permitted to bring an Electronic Device to school and carry this with them at all times.

Students will not use an Electronic Device during lessons for personal use unless given permission to do so by a supervising teacher for legitimate reasons. Electronic Devices must only be used for educational purposes through lessons.

Students may access their Electronic Device for private use outside of lesson time. Private use of an Electronic Device whilst at school must be kept to a minimum and not affect others either directly or indirectly.

Students are permitted to access the school's ICT network only for educational purposes.

Students are responsible for having their Electronic Device charged at home.

Storage Of Personal Devices

The school accepts no responsibility for the safekeeping, protection or security of any personal Electronic Device that a student brings to school other than to provide the student with access to a personal locker to secure personal belongings.

Parents and students are responsible for loss/damage/theft of the personal Electronic Device. If the Electronic Device is hired or rented from the school, parents and students will pay the full value of the Electronic Device.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.



Student use of Mobile Phones & Personal Devices Policy

Students are responsible for maintaining multiple backups of their electronic data in different locations or on different media such as a USB, external hard drive, cloud or disc. The school does not accept any liability for the loss of personal electronic data stored on the school's network.

In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student. In matters such as this, the school will formally contact the parents involved to try and seek an amicable and collaborative resolution to the matter. If this is not forthcoming, the school does not have the power to action legal or civil proceedings against a third party. This remains the responsibility of the families affected.

If The Student Does Not Comply

Classroom Expectations

- Teachers remind students of the electronic device policy as part of their general setting of classroom expectations discussions
- "NO PHONES OUT" style posters displayed in classrooms
- Students should enter the classroom ready to learn (laptops charged, books etc ready)
- Phones, earbuds and other personal devices should be on silent and in bags UNLESS directed by a teacher
- Duty teachers actively walk into classes checking on phones/general behaviour
- Responsible use of technology is addressed through the Striving to Success curriculum
- A 'device storage box' or 'teacher designated area' is at the front of the classroom

Steps

1. Warning - remind students to put phone away
2. Failure to comply with teacher instructions will result in the device being stored in the classroom container (or teacher designated area) for the remainder of that lesson.
 - Student to place device in the storage box (or teacher designated area) and collect at the end of the lesson
 - Teacher to record a Level 1 behaviour chronicle, including contacting home
 - Persistent Level 1 chronicles will be monitored by House Leaders and escalated as required
3. Failure to comply with Step 2 will result in the Duty Teacher being called and the device stored in student services for the remainder of the day.
 - Teacher to call duty teacher.
 - Duty teacher to attend as quickly as possible and ask if they can take the device, or walk student to SS to store the device
 - Student to collect device at the end of the day/when they sign out to go home
 - Teacher to record a Level 2 behaviour chronicle, including contacting home
 - If duty teacher has not attended, classroom teacher to try to contact another leader
4. Failure to comply with Step 3 will result in parents/carers being called and a take-home for the remainder of the day
 - Duty teacher to record a Take Home behaviour chronicle and contact home

Internal Suspensions

- staff assigned to student to ensure personal devices are stored in student services for the day



Internet Connection For Personal Devices

Students are not permitted to damage, disable settings for virus protection, spam and filtering that have been applied as a departmental standard on school computers.

It is strictly forbidden for students to access unauthorised programs and intentionally download unauthorised software, graphics or music that is not directly associated with learning.

Students must ensure that any online communication is related to learning.

Passwords are to remain confidential, changed when prompted or when known by another user.

Personal account or Electronic Device information is not to be shared with others. Students are not permitted to use each other's network accounts.

Students are required to log off any network or electronic account when not in use.

Students must report any security breaches or concerns including any inappropriate content or communication they may receive as soon possible to the ICT Department.

Students must not use an Electronic Device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Access to the school's network is tracked and monitored and school staff reserve the right to act on any security matter that contravenes this policy.

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
- 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.



Student use of Mobile Phones & Personal Devices Policy

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

A working party met several times to go through the following:

- current research re mobile phone use in teenagers/society/schools
- our current policy and that of neighbouring 'like' schools
- feedback from staff, students and families through a mobile phone survey

Overwhelmingly, the feedback from our survey supports phone use in class 'at teacher discretion for the purpose of learning' and 'confiscation for the duration of a lesson' as an appropriate consequence.

Staff put forward extra thoughts pertaining to responsibility if they confiscated a student's device and to support from leadership in following an SBM procedure. The summary of the feedback aligned with latest research and sits well within our current 'electronic device' policy.

The working party felt, therefore, that a clear and consistent process to manage mis-use of phones, with appropriate support from leaders, was needed, rather than a change in policy.

To that end, the working party drafted an SBM process which was endorsed, in principle, by House Leaders and Executive Leadership. Fine tuning re: communication with families, posters to display and storage boxes was finalised at the first Executive for 2021.

Policy to be reviewed yearly. The review includes consultation of school community and site executive, the site Deputy Principal is responsible for conducting policy review.

Last review was Term 4 2020.