

# Secondary student use of mobile phones and personal devices

## 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.

The mobile phone policy is one of the systems used by the staff of Seaview High School to monitor and manage both the student's appropriate use of the internet and their right to a safe, productive learning environment with no distractions from phones.

The ban on mobile phones during lesson, stops students from using their phones to hot spot Wi-Fi, and therefore bypass the internet filtering system that is in place to protect students. This ban also has a positive impact on student engagement, participation and wellbeing.

## 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.

Students are allowed to bring their mobile phones to school, and access them before school, and during breaks at recess and lunch.

## Storage of personal devices

Mobile phones need to be turned off and kept in bags or lockers, during class, Pastoral Care, Care Group or when visiting the sick room.

## Implementation

### Implementation:

- Student's phones are to be **switched off** and stored securely in lockers, phone hotels or bags during lesson time
- Any phones that is seen, in use or identified as being active during lesson time will be confiscated at delivered to Front Office Staff for the remainder of the day
- Confiscated phones will be available for collection from the Front Office at the end of the day
- Front Office staff will maintain a running record of the confiscations and daily hand ins
- Relevant databases (currently DAYMAP and EDSAS) will be maintained and updated by Year Level Managers & Middle School/Senior School Coordinators

- Parents/caregivers will be informed of a student's phone confiscation and all associated consequences
- Non-compliance and/or repeat non-compliance with these expectations will be dealt with through the Behaviour Support Process.

## Internet connection for personal devices

If students are permitted to use their own mobile phone or device for medical reasons or to undertake a learning activity, students will be utilising their own data but must not use this to hot spot to another device such as their iPad or laptop.

## Roles and responsibilities

### 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.

Ensure that 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 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

Please see our website for other policies and advice around digital learning and behaviour support.