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| <b>Policy/Procedure Name:</b>   | <b>Mobile Phone and Personal Devices Policy</b> |
| <b>Publication Date:</b>        | <b>May 2023</b>                                 |
| <b>Review Date:</b>             | <b>January 2025</b>                             |
| <b>Owner:</b>                   | <b>Deputy Principal</b>                         |
| <b>Approval Date / Version:</b> | <b>7</b>  |
| <b>Approved by:</b>             | <b>Governing Council</b>                        |

## Secondary student use of mobile phones and personal devices local 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 school. Digital devices include but are not limited to, accessories that connect to mobile phones e.g. air pods, 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.

This policy is written in conjunction with Paralowie R-12 School's Information and Technology Acceptable Use and Cyber Safety Policy and is aligned to the Department for Education's 2023 directions regarding the removal of Mobile/personal devices from all schools.

### Mobile Phone use in Primary and Secondary School

Paralowie R-12 School recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school, which may include ensuring their safety while travelling or so that parents can contact them outside of school hours. However, during school hours, students must keep all devices turned off and stored in their bags unless granted an exemption by the school under the Department's policy (see exemptions sections below).

For the safety and assurance of quality teaching and learning, it is the school's position that **students are not to use mobile phones or personal devices during school hours (8:40am-3:00pm), including break times, on Paralowie R-12 School grounds (this includes the Whites Road Oval)**. During the school day, students are not permitted to access or use their mobile phones or other personal devices. Students must switch off their devices before appropriately storing them at the beginning of the school day. They will be able to access their device at the end of the school day (3:00pm).

Parents who need to contact their child during class time are requested to contact the Paralowie School Front Office reception – learning spaces are equipped with a direct communication line to the Front Office to send and receive messages. Exemptions can be granted in exceptional circumstances but must be authorised in advance by the relevant Positive Behaviour Leader or Senior Leader. In such cases, students will be provided with an 'Exemption Card' from the relevant leader which they must keep throughout the day.

**These will ensure that students are provided with:**

- 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 use of personal devices
- use of breaks as quality time away from screens, encouraging physical activity and play, and meaningful face-to-face connections with peers.

Phones **can only** be used during the school day **if there has been explicit permission** given by the teacher for specific class work or for the support of class activities.

### **Responsibility and Storage of Mobile and Personal Devices**

At all times, the individual owner remains solely responsible for safety and security of their device. All students, including those with an exemption are encouraged to ensure devices are securely stored at all times. Teaching staff will not ask students to place their device in a communal space, draw or container (etc).

School Leadership have the right to confiscate any mobile phone or personal device for any breach of the policy. The leader will place the device in an envelope (named and dated) and store it in a secure location (Front Office, R-6 Office of PBL Office) where the student or parents/caregivers can collect it at the end of the day.

### **What Students Need to Know and Do:**

1. Mobile phones and other personal devices, (including: smart watches, music devices, earphones) must be out of sight and turned off during the school day including school activities such as camps and excursions.
2. Students cannot access their phones/devices at all during the school day including recess and lunchtimes, without explicit instruction from a teacher or an exemption.
3. Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.
4. Students who choose to bring mobile phones or other devices to school must accept sole responsibility for their care, including those with an exemption. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.
5. Students who access their phone without permission during school time will have their phone confiscated by staff, it will be stored securely in the Front Office for collection at the end of the day.
6. If a student needs to make an essential phone call, they will need to do so in an allocated office in the Reception area. This will need to be negotiated with staff.

### **Non-Compliance**

To support the implementation of this policy, Paralowie R-12 teaching staff and site leaders will follow a Mobile Phone and Personal Devices Behaviour Management Implementation Plan (Flow Chart) - please see attachments. As consequence of failing to follow the policy, students' mobile phone or personal device may be confiscated and held by the school for collection by a parent or caregiver (see process below). Unauthorised use of Mobile Phones or other devices will be communicated to the student's parent/caregiver and the mobile phone or personal electronic device will be returned to the family.

### **Exceptional Circumstances**

Individual students may have exceptional circumstances that require a longer-term (or indefinite) exemption from the requirements of the policy, including where:

- the device is used to monitor or help manage a health condition.
- the device is a negotiated adjustment to a learning program for a student with disability or learning

difficulties.

- the device is used for translation in the classroom by a student with English as an additional language.
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to younger siblings or an unwell family member.

All requests for exemptions from parents or independent students on the above grounds must be considered by the principal or their delegate on a case-by-case basis.

Approved exemptions for these purposes must be documented in the student's health care plan, learning plan, or student file (as appropriate) and made accessible to their teachers, including temporary relief teachers. The provided school exemption document will need to accompany the device.

### **Teacher-Led Exemptions**

The class teacher may, at their discretion, give permission for students (either on an individual or whole-class basis) to use their personal device in the classroom for a specific, agreed learning Purpose.

### **Parent/Caregiver Information**

We are very much aware that mobile phones and personal devices feature significantly in our students' lives. The school understands that this technology is part of our world and that parents support their children having mobile phones for safety reasons. We ask for your support in promoting the aims of this policy with your child/children to ensure we can create safe and productive learning environments for both teachers and students.

Please refer to the suggestions below:

- Encourage your child/children to leave mobile and personal devices at home, or to store them securely, turned-off off and in bags during school hours.
- Support your child/children with the requirements of the school's policy and to follow all reasonable directions from teaching staff and site leadership.
- In the event that an exemption is granted, ensure your child/children carry an Exemption Card with the device at all times, and to use the device in a responsible and respectful manner only for the purpose for which the exemption was granted.
- Students understand the consequences of 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). Remind your child/children to always report to a school staff member in the first instance if they become unwell or experience an issue at school so appropriate communication can be established with home.
- Recognise the important role you play in supporting your child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

### **Communication and review**

- Consultation was undertaken with teaching and ancillary staff, site leadership and governing council in the re-development of this policy.
- This policy is published on the school's website and provided at the start of the year for students and families to sign.
- This policy will be reviewed annually.

### **Related information**

There are many resources available for schools about e-crime, online bullying and cyber safety that you may wish to refer to when developing and implementing your local policy, including:

- [Cyberbullying](#)
  - [Cyber safety school resources](#)
  - [Bullying Prevention Strategy](#)
  - [Crime involving electronic evidence \(e-crime\)](#)
  - [eSafety Commissioner](#)
  - [Keeping safe: child protection curriculum](#)
  - [Australian Curriculum](#)
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- [Children \(5-8 years\)](#)
  - [Pre-teens \(9-11 years\)](#)
  - [Teens \(12-18 years\)](#).