

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.

	07/08/2023
	Approved Student use of mobile phones and personal devices policy

Revision table

07/08/2023	1	Revision of site procedures in line with DfE policy, procedures and guidelines

Student responsibility for the appropriate use of personal electronic devices at school is required at all times and must be in accordance with and reflect our school values. Listening to music, watching videos, playing games, accessing the internet, engaging in social media platforms, taking photos or videos, talking or texting during class disrupts teaching and learning. This mobile phone policy aims to promote a safe environment for both teachers and students. The following policy relates to mobile phones, however, any device that has access to social media, and has the potential to take photographs is included in this policy.

As electronic devices provide instant communication, students may text, call or access internet sites at inappropriate times which can distract from learning. Camera and video capabilities pose an additional problem as they can be used to invade others' privacy or they may be used to display or distribute illegal material. Our school policy ensures that phones are to be switched off and out of sight while on school grounds before and after school, and during the school day, in all areas of the school.

Phones are not to be used before and during school hours between 8:45am and 3:15pm (2:15pm on Wednesdays) unless explicit instruction has been given by a teacher or an exemption has been granted.

What Students Must Know:

1. Mobile phones and other personal devices, (including music devices, earphones) must be out of sight and on flight mode or turned off when on school grounds before and during school hours (until 3:15PM). This policy applies while students are at school or attending an authorised school activity such as an excursions, events and rehearsals during school hours.

5. Students who choose to bring mobile phones or other devices to school 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.
6. Students who access their phone without permission before school and during school hours will need to lock their phone away as directed by a member of staff. It will be stored securely in Student Services for collection at the end of the day.
7. If a student needs to make an essential phone call, they will need to do so from the Student Services area. This will need to be negotiated with staff.

Exemptions

Families who believe that their student has a legitimate reason for an exemption under the following categories can apply for an exemption at the following link:

<https://forms.office.com/r/CUqaLSsmWR>

Exemptions can be granted for:

- monitoring or managing a medical condition
- a student with a disability or learning difficulty.
- personal circumstances requiring more ready access to their phone, such a primary carer.
- a group on a specific camp or excursion to maintain communication/safety reasons (application to Deputy Principal)
- class or cohort of students for a reason related directly to a learning activity or assessment task.

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 the student's documented mobile phone

If the student with an exemption does not comply

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- c. Students must not disseminate any inappropriate or illegal material via a personal device. Such actions will be managed using DfE policy and procedures.
- 5. Ensure no phones are used within any toilet block or change room facility within the site or other site, if on excursion/camp. This includes during learning and break times.
- 6. Comply with the MGHS User Agreement Policy signed by students and parents/carers during the student's enrolment meeting.
 - a. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Staff

- 1. 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.
- 2. Respond to instances of non-compliance within the learning environment in line with the MGHS responding to behaviour procedures
 - a. School Administration staff are to contact home, to inform parents/carers about non-compliance.
- 3. Make sure that any student personal devices that are locked away, are stored in a secure 14(a)-3(r)54MCID 16/Lang (en-AU)BDC q0.00000887 0 595.25 842 reW* nBT.

2. Enforce the school's policy and responses to instances of non-compliance.
3. Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
4. 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.
5. 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.

Parent / Caregiver Responsibilities

1. Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
2. Use the school's formal communication channels (phone 8272 8233 or email dl.0903.info@schools.sa.edu.au) 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.
 - a. Student Reception (phone 8272 8233) is the appropriate point of contact for parents/carers, including where urgent contact needs to be made with students.
 - b. If students need to be picked up from school, Student Services will contact you.
3. 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.

Responses to students who are using their devices inappropriately in class

Persistent inappropriate use of Mobile Phones

- Students will be instructed to lock their phone in a locker in Student Services
- If students refuse to follow instructions, a phone call home will be made to the parent/carer and further consequences may be

