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.

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.

Principles governing the use of mobile phones and personal devices (MPPDs) at Seaton High School:

- All workplaces have expectations and limitations around the use of mobile phones and personal devices. SHS is a workplace for staff and students.

- Expectations and limitations will be relevant to users in terms of developmental stages and demonstrated capabilities. These will be in line with the Independent Learning Program and associated credentialing. The program will explicitly teach, assess and document students' independent learning skills – including the appropriate use of MPPDs and recognises that:

    - MPPDs have a place as useful tools in education.

    - MPPDs can be a source of distraction and contribute to other negative outcomes.

- Many parents provide students with mobile phones for safety reasons – particularly for the journey to and from school. During lesson time, communication between parents and students should be via school phones not direct.

Storage of personal devices

Individual devices are the responsibility of the owner. Access to lockable storage will be available.

Compliance

Formal agreements must be signed for all students who wish to bring devices to school. Anyone unwilling to abide by the relevant agreement will not be permitted to have a device in their possession at school. In this case devices will be checked-in at the Front Office, where they will be securely stored, at the start of the day and retrieved at the end of lesson time.

Non-compliance with agreements will be dealt with in line with the behaviour management policy and consequences applied accordingly. As well as normal responses, this may lead to the withdrawal of permission to access devices during school time. In this case devices will be checked-in at the Front Office, where they will be securely stored, at the start of the day and retrieved at the end of lesson time.

The contents and use of any device must comply with school rules and expectations, despite being a personal device.

Roles and responsibilities

Principal

Make sure:

- This policy is clearly communicated and accessible to all students, staff and .

- There is a process for regular review of the policy.

- Secure storage is provided for student personal devices that are handed in to school staff and lockers that the school provides for students to store their belongings are appropriately secure.

- 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.

- 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

The principles of this policy have been developed in consultation with staff, student groups, and School Council.

Acceptable use agreements will be constantly reviewed and updated as part of the Independent Learning Program. Ongoing consultation with staff, students and parents/carers will occur as to what constitutes acceptable use.

Students and parents/carers will be provided with information as to progress in the Independent Learning Program and associated ramifications for use of MPPDs.