

# KICE 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.

This policy does not include bus travel.

## 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 can access and use their mobile phones as directed by the teacher to support their learning

## Storage of personal devices

- Year 7 – 10 Mobile Phones will be stored in lockable storage within the classroom or front office
- Year 7-10 students will be required to hand into the care group teacher or front office as directed from KICE Executive Leadership via their Campus Leadership
- Year 11-12 students will be required to store their phone in their bag or locker, it must be switched off and it is only to be brought out and used under the direction of the classroom teacher.

## If the student does not comply

- Students will be asked to hand their phone in at the beginning of the day if they do not comply the phone will be confiscated for the day. If the student does not comply parents will be contacted
- If the mobile phone is confiscated the phone will be stored in the front office

## 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
- secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks 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**

- in 2020 parents and students were surveyed regarding the use of mobile phones and staff was surveyed in 2021

- Governing Council were consulted at a Governing Council Meeting in 2021
- Policy review by leadership in 2021
- The policy will be located on the schools website and will be distributed to new students in enrolment packs
- Review of the policy will be conducted at the beginning of every year

## Supporting information

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.