



Mark Oliphant
College

Secondary student use of mobile phones and personal devices 2021

Purpose

Due to the prevalence of information communication technologies available today, the following guidelines form the Mark Oliphant College policy on mobile phones and personal device usage.

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.

The school recommends that mobile phones are left at home, however, if necessary, students are permitted to bring their mobile phone to school. As with most non-essential personal items (such as mobile phones, Ipods and gaming devices) our school will not take responsibility for the safety of such items and encourages students to leave these electronic devices at home.

Whilst students are at school they come under our duty of care. Part of this duty of care is to ensure that electronic devices (mobile phones, computers, iPods and gaming devices) are not used inappropriately and therefore do not interfere with teaching and learning, nor are part of any harassing behaviour. The use of electronic devices and the internet will only be used for positive purposes and in a respectful way to support the well-being of students and staff.

Electronic devices will be used to enhance learning opportunities in a connected world

Mobile Phones

- That **students** and **staff** will leave mobile phones **off or on silent** and out of sight during lessons unless it is deemed to be an integral part of a learning activity or task
- All teaching staff are expected to role model this and not use their personal phone during lesson time.
- As part of our duty of care, the school needs to be aware of and involved in any parent/caregiver communication with their children whilst students are at school.
- The school requires that parents/caregivers wishing to contact their children whilst they are at school phone the school (8289 1600) and not use their children's mobile phones for contact.

- **Students must not contact their parents/caregivers without informing appropriate staff** (e.g. if they feel ill, Student Services staff will contact parents).
- For non-urgent matters students can use the phone at Student Services before school, after school, at recess and lunch.
- In emergency situations, parents can contact the school and messages will be passed on to students. Similarly, students will be able to use a school phone in emergency situations for no cost.
- The use of mobile phones for text messages or photos to bully or harass any person in the school is the same as any other type of bullying or harassment. It will lead to consequences within the school's behaviour management plan, including possible suspension.
- Internet access through the school's wireless network will be provided to students free of charge. The student will assume responsibility for complying with the College's "Computer network and Internet acceptable use policy".

To implement this plan, it is recommended that teaching staff model this policy. Teachers are discouraged to use their personal mobile phones during lesson time. Leadership staff (with school mobile phones) may – due to a range of circumstances – need to answer their phones during lessons.

Year 11/12 students during supervised study time are permitted to use electronic devices (with earphones) while studying 'silently' in the Year 12 Study Area. No music should be heard by teaching staff and mobile phone use is only permitted during break times.

Storage of personal devices

If students are found to be using an electronic device during Home Group or lesson times, the student will first be given a warning to put the device away. If they fail to comply or as found to be using it again, they will be instructed to take their mobile phone to Student Services where it will be handed in to office staff to be locked away for the remainder of the day. Details will be recorded and devices can then be collected at the end of the school day.

If the student does not comply

If a student has their phone out during Home Group/lesson time then the student is given a verbal warning to put the device away. If the student does this then no further action is required.

1. If the student either (1) gets their phone out a second time or (2) refuses to put their phone away then the student will be given a movement slip to take their phone to Student Services where it will be handed in and locked away for the remainder of the day. No further consequence if student complies.
2. If the student refuses to hand their phone into Student Services, they are in breach of the College's Code of Conduct and are sent to the Focus Room. The initial consequence will be a lunchtime detention
3. If the student refuses to hand it over to the leadership member, then the College's Code of Conduct will come into effect. Parent/caregivers will be contacted and the student sent home. If no contact with parent/caregivers can be made, the student will need to remain in the Focus Room until the end of the day or until contact can be made. Depending on how the student behaves in the Focus Room and with leadership staff during this time will depend on the level of consequence.
4. The leadership member will then contact parents/caregivers and a plan will be developed with the student/parent to prevent further breaches of the Electronic Devices Policy.

Internet connection for personal devices

Students will be required to connect their devices to the school's ICT network.

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.

Students can access their mobile phones/personal devices at break times (i.e. before and after school, recess and at recess and lunch times) however, their use **must reflect this responsible use policy**

Students will be aware of their own digital profile and will respect the privacy and the safety of others around them

Students will not engage in social networking during lesson time unless it is part of a **specific learning activity monitored by the teacher**

Students will not use external web access (and bypass the school's filtering system) unless it is **negotiated with the teacher and forms an integral part of the learning**

Students will be aware of the potential for cyber bullying

Students will only use supporting software and apps in classroom activities under teacher supervision

Students will handle school loan equipment safely and carefully to avoid damage beyond fair wear and tear

Report any attempt to bypass security, monitoring and filtering that the school has in place

Irresponsible usage of an electronic device will result in application of the school's **Code of Conduct** being enacted

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 College's Electronic Devices Policy has been in place for 12 months and was brought in with consultation with all key stakeholders (Governing Council, parents, students and staff).

The policy can be accessed through the College's Website.

The policy will be reviewed every 12 months.

Supporting information

It's recommended that you provide links to any other policies and procedures that may interact with your local policy on student use of mobile phones and personal devices such as:

- MOC Code of conduct

- DfE Student use of mobile phones and personal devices at school policy
- DfE behaviour and support policy
- DfE bullying and prevention strategy
- Computer network and Internet acceptable use policy

External resources for parents

- Raising children network: <https://raisingchildren.net.au>