



Student Use of Mobile Phones and Personal Devices at Mark Oliphant College

Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches, headphones (air pods) and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

This policy works in conjunction with Mark Oliphant College's *ICT User Agreement* and *Behaviour Support Policy*.

Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

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

Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school.
- so that parents and part-time employers can contact them outside of school hours.
- so they can be contacted about a person under their own care, where applicable.
- to be used during school hours in line with an approved exemption under this policy (see *Exemptions*).

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.



Parent/Guardian Contact during the school day

- Parents are able to contact their students through the school. Please phone 8209 1600 to pass on a message to a student or request to speak to your child and this will be organised for you.

Students can also organise to speak to a parent/guardian during the school day by going to Student Services.

Storage of personal devices at school

Students are required to turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches and air pods. **Students will not be able to access their personal devices at any time between 8:30am and 3:30pm (2:40pm on Wednesdays) whilst on school grounds**, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

Mobile phones and personal devices will be stored in the following ways:

B-2	Handed in to Children's Centre and Early Years Heads of School
3-6	Handed to the teacher upon arriving at class and stored in the wall mounted lockable storage box in each classroom.
Mainstream Secondary	Either in their locker, bag or out of sight on their person.
The ARC	Either handed in to ARC staff and stored in the ARC office, bag or out of sight on their person
FLO	Either in their locker, bag or out of sight on their person.

What students must know:

- Mobile phones and other personal devices (including but not limited to smartwatches, headphones (air pods) and personal tablets) must be out of sight and turned off during the school day and while attending school activities such as camps and excursions.
- Students cannot access their phones/devices at all during the school day including recess and lunch times, without a formal exemption.
- Students who choose to bring mobile phones or personal 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.
- Students who access their phone without permission during school time will be required to hand their device in to Leadership (F-6) or Student Services (7-12). It will be stored securely and available for collection at the end of the day.
- If a student needs to make an essential phone call, they will need to do so with Leadership (F-6) or at Student Services (7-12). This will need to be negotiated with staff.



Responses to Non-Compliance

If an F-6 student does not comply:

In class

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be given an opportunity to secure it in the class lockable box.
- Step 2: If the student is non-compliant with teacher instructions, leadership will be contacted to support them to hand in their device. The College's Behaviour Support Policy may be implemented if behaviour escalates.
- Step 3: If the student is non-compliant with leadership, the 'Non-Compliance with Leadership' process will be followed (see page 4).

In the yard

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be directed to leadership to hand in their device. It will be secured in the lockable box located in the leadership office and the student can come and collect the device after school.
- Step 2: If the student is non-compliant with leadership, the 'Non-Compliance with Leadership' process will be followed.

If a Secondary student does not comply

In class

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be given a movement slip to take the device to Student Services. It will be secured in phone lockers for the remainder of the day and the student can collect the device from Student Services after school.
- Step 2: If the student is non-compliant with teacher instructions, they will be issued with a Pre-Focus room referral and will need to report to the Focus Room where they will be supported to hand in their device. This may be escalated to a Formal Focus Room referral if they exhibit other inappropriate behaviours. If the student fails to attend the Focus Room or behaviour escalates, the College's Behaviour Support Policy will be enacted.
- Step 3: If the student is non-compliant with leadership in the Focus Room, the 'Non-Compliance with Leadership' process will be followed.
- Step 4: If a student fails to follow instructions to hand in their phone to Student Services they will be Internally Suspended the next day.

In the yard

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be given a movement slip to take the device to Student Services. It will be secured in phone lockers for the remainder of the day and the student can collect the device from Student Services after school.
- Step 2: If the student is non-compliant by either failing to hand in the device or refusing to do so, the staff member will notify relevant leadership who will follow up and support the student to hand in their device. The College's Behaviour Support Policy will be enacted if the behaviour escalates.



- Step 3: If the student is non-compliant with leadership, the 'Non-Compliance with Leadership' process will be followed.
- Step 4: If a student fails to follow instructions to hand in their phone to Student Services, they will be Internally Suspended the next day

Breaches of the Student Use of Mobile Phone and Personal Device Policy (Years 7-12)

Each time a student breaches this policy, the below sequential process will be enacted. This will be recorded on Daymap. The number of breaches will be reset at the beginning of each term. Parent contact will occur in each instance.

- Breach 1: Formal Warning
- Breach 2: Full Lunch Detention
- Breach 3: After School Detention
- Breach 4: Internal Suspension and hand phone into Student Services for 5 days

Any further breaches within a one term period will result in an Internal or External Suspension dependant on where the student sits within the Behaviour Support Processes.

Non-Compliance with Leadership

The consequences outlined below may be escalated in line with the College's Behaviour Support Processes depending on the behaviour exhibited by the student. This will be recorded on Daymap. The number of offences will be reset at the beginning of each term. Parent contact will occur in each instance.

- Offence 1: Take Home
- Offence 2: Internal Suspension
- Offence 3: External Suspension (1-5 days)

Any further offences within a one term period will result in an Internal or External Suspension dependant on where the student sits within the Behaviour Support Processes.

If a FLO student does not comply

In the FLO class

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be given an opportunity to secure it in a lockable storage unit within the FLO office.
- Step 2: If the student is non-compliant with teacher instructions, leadership will be contacted to support them to hand in their device. This may be escalated to further consequences if they exhibit other inappropriate behaviours.
- Step 3: If the student is non-compliant with leadership, the 'Non-Compliance with FLO Leadership' process will be followed (see page 5).

In the yard

- Step 1: If a mobile phone or personal device is sighted or heard, the student will be given a movement slip to take the device to Student Services. Once identified as a FLO student, FLO staff will be contacted to take the student to the FLO office to hand in their phone.



- Step 2: If the student is non-compliant, by either failing to hand in the device or refusing to do so, the staff member will notify relevant leadership who will follow up and support the student to hand in their device. If the student displays other inappropriate behaviour, the College's Behaviour Support Policy will be enacted.
- Step 3: If the student is non-compliant with leadership, the 'Non-Compliance with FLO Leadership' process will be followed.

Non-Compliance with FLO Leadership

- Offence 1: Take Home
Offence 2: Take Home
Offence 3: External Suspension (1-5 days)

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as 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 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 a younger sibling or unwell family member.

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 exemption plan, and done in a safe, responsible, and respectful way.

Exemptions, if approved, will be recorded on the Learner Management System (Daymap) and a 'Mobile Device Exemption card' will be issued to the student. This must be carried with the device at all times and presented to staff on request.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the Principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

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, and 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.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- 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) by the end of the same school day.
- 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. Only use mobile phones for work-related/emergency purposes when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under 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.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.



Parents

- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- 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.

Supporting information

- Behaviour Support Policy
- ICT User Agreements

Communication and review

This policy:

- has been developed in consultation with students, parents, staff, and Governing Council.
- is available on the school website.
- will be reviewed annually by Governing Council and Senior Leadership.

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.



Record History & Approvals

Status:	Final
Published:	31/05/23
Implemented:	Monday 05/06/23
File Location:	Policies
Version:	1.1
Policy Officer:	Principal, Mark Oliphant College
Approved by:	Governing Council
Approval Date:	May 2023
Review Date:	May 2024