



## MOBILE DEVICE POLICY

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	STW0603
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### 1. RATIONALE

- 1.1 There is the capacity for mobile device technology to be used for social and anti-social purposes which run counter to the teaching and learning programs and pastoral care of our students and staff of the School.
- 1.2 Mobile device technology has the capacity to compromise the safety and security of staff and students.

### 2. DEFINITION

- 2.1 ICT covers a broad spectrum of equipment/devices including mobile phone technology. For the purposes of this policy, 'mobile device' refers to and includes smart phones (iPhone and android), smart watches, air/ear pods/headphones, iPods and MP3 players and other similar technologies as they come into use.

### 3. PRE-KINDERGARTEN TO YEAR 3 GUIDELINES

- 3.1 Students are not permitted to bring mobile devices to school.
- 3.2 The School acknowledges that there are special circumstances for which parents may wish their child to have a mobile devices namely to increase the security of their journey to and from school. Parents for whom these circumstances apply are requested to make special application to the Head of Primary in writing. When permission has been granted for mobile devices to be brought to school, the following apply:
  - They are to be turned off during the school day (8:00am to 3:00pm);
  - They are not to be used during the school day for any purpose whatsoever;
  - The School does not permit the use of photographic, video or sound recording features of mobile devices at school under any circumstances;
  - The security of the mobile device is the responsibility of the student. The phone must be handed to the Class teacher to be stored in a secure place during the school day
- 3.3 The School does not accept responsibility for mobile devices that are lost, misplaced or stolen.
- 3.4 If parents wish to contact their child during the school day then contact must be made through the Early Learning Centre Reception/Primary Reception.
- 3.5 If a student needs to contact their parent during the school day, they must do so through the Early Learning Centre Reception/Primary Reception.
- 3.6 Students are not permitted to use smart watches for communication purposes during school hours.

### 4. YEARS 4 TO 12 GUIDELINES

- 4.1 While we would prefer that students did not bring mobile devices to school, the School acknowledges that there are special circumstances for which parents may wish their child to have a mobile device; namely to increase the security of their journey to and from school.

**4.2** For students who bring mobile devices to school, the following apply:

- They are not to be used during the school day (Primary School 8:00am to 3:00pm and Secondary School 8:00am to 3:05pm).
- Years 4 to 6 students must hand their device to the Class teacher to be stored in a secure place during the school day.
- Years 7 to 12 students must store their device (at all times), in their school bag in their assigned locker.
- Exceptions apply when students use their phone as part of a student's IEP or with direct teacher permission.
- The security of the mobile device is the responsibility of the student.

**4.3** Students will need to use a bank card or Smart Rider to pay for food at the Café.

**4.4** Students are not permitted to take mobile devices on Encounters and excursions unless it is for health and safety reasons, for example, the student is diabetic. In these cases, the Teacher-in-Charge will hold the device.

**4.5** The School does not accept responsibility for mobile devices that are lost, misplaced or stolen.

**4.6** If parents need to contact their child during the school day then contact must be made through either Primary Reception (Years 4 to 6) or Student Services Reception (Years 7 to 12).

**4.7** If a student needs to contact their parent/guardian during the school day, they must do so through Primary Reception (Years 4 to 6) or Student Services Reception (Years 7 to 12). Students are not to contact their parent/guardian via text, email or messaging service.

**4.8** The use of photographic, video or sound recording features of mobile devices at school must only occur under the direct supervision of a teacher.

**4.9** A Primary student who uses their mobile device to bully or harass another student during the school day will incur consequences in keeping with the *Bullying and Harassment Policy*.

**4.10** Mobile devices used by Primary students in contravention of the *Mobile Device Policy* will have their device confiscated. While these will be returned at the end of the day for security reasons, consequences for non-compliance will apply in line with the *Promoting Positive Behaviours Policy and Procedures Primary School*. Mobile devices are to be turned off during the school day (8:00am to 3:00pm) and handed to the student's Class teacher to be stored in a secure place during the school day.

**4.11** Secondary Students who are found using their phone in the changerooms or toilets will be required to meet with the Head of Secondary School and hand their phone in each morning for a period of time. This added consequence reflects the safety concerns for all students when phones are used in these areas.

**4.12** Bullying or harassment outside of the school day may also be investigated under the *Bullying and Harassment Policy*.

**4.13** If a student habitually contravenes the *Mobile Device Policy*, this will be viewed as wilful disobedience, and they will incur consequences in keeping with the School's *Promoting Positive Behaviours Policy and Procedures Primary School*.

**4.14** Mobile devices used by Secondary students in contravention of the *Mobile Device Policy*, will be confiscated. While these will be returned at the end of the day for security reasons, consequences for non-compliance will apply as follows:

- A student who is sighted in possession of their mobile device during the school day, for any unapproved purpose will be issued with an after-school detention.
- A student whose mobile device or smart watch disturbs the class when it beeps, rings or receives a notification will be issued with an after-school detention.
- A student using their mobile device during the school day and posting the photo/video on social media will be issued with an after-school detention.
- A student wearing their air/ear pods/headphones during the school day will be issued with an

after-school detention.

- If a student is given teacher permission to use their mobile device for educational purposes but contravenes its intended use during this time, they will be issued with an after-school detention.
- If a student contacts their parents during the school day by using a mobile device they may be issued with an after-school detention.
- A student who uses their mobile device to bully or harass another student during the school day will incur consequences in keeping with the *Bullying and Harassment Policy*.
- A student who uses their mobile network to access the internet during the school day will be issued with an after-school detention.
- Bullying or harassment outside of the school day may also be investigated under the *Bullying and Harassment Policy*.
- If a student habitually contravenes the *Mobile Device Policy*, this will be viewed as wilful disobedience, and they will incur consequences in keeping with the School's *Behaviour Management Policy and Procedures Secondary School*.

**4.15** Students must remove and hand in their smartwatch, mobile phone or smart technology devices (e.g. fitbits and analogue watches) when sitting any form of assessment as per the *Assessment Policy, Years 7 to 10*, and *Years 11 and 12*.

## 5. RELATED POLICIES

- *Assessment Policy Years 7 to 10*
- *Assessment Policy Years 11 and 12*
- *Behaviour Management Policy and Procedures Secondary School*
- *Bullying and Harassment Policy*
- *ICT Appropriate Use Policy: Students*
- *Promoting Positive Behaviours Policy and Procedures Primary School*