Salisbury High School
Student use of Mobile Phones and Personal Devices Policy

Please note this policy is mandatory and staff are required to adhere to the content

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.

Publication date	01/07/2021
File number	
Related legislation	
Related policies, procedures, guidelines, standards, frameworks	Student use of Mobile Phones and Personal Devices Policy Mobile Device Policy
Version	2
Replaces	Mobile Phone Policy
Policy officer (position)	
Policy officer (phone)	
Policy sponsor (position)	
Executive director responsible (position and office)	
Applies to	All Salisbury High School Employees/ Students/ Volunteers
Key words	Student use of Mobile Phones and Personal Devices Policy Mobile Phone Policy Phone Device
Status	Approved
Approved by	Governing Council
Approval date	02/07/2021
Review date	01/02/2022

Table 2 - Revision record

Date	Version	Revision description	
01/07/2021	1	Policy review in line with DfE policy	

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Department for Education

Mobile Phone Policy

We are very much aware that the mobile phone features significantly in our students' lives and the advances in technology make it far more than just a phone. The school understands that this technology is part of our world and that parents often support their children having mobile phones for safety reasons. Student responsibility for the appropriate use of personal electronic devices at school is required at all times, and must be in accordance with and reflect our school values. Listening to music, watching videos, playing games, accessing the internet, taking photos or videos, talking or texting during class disrupts teaching and learning. This mobile phone policy aims to promote a safe environment for both teachers and students. The following policy relates to mobile phones, however, any device that has access to social media, and has the potential to take photographs is included in this policy.

As technology rapidly changes, teachers must manage both a mobile phone's potential as a learning technology and the difficulties phones can present in schools. As electronic devices provide instant communication, students may text, call or access internet sites at inappropriate times which can distract from learning. Camera and video capabilities pose an additional problem as they can be used to invade others' privacy or they may be used to display or distribute illegal material. Our school policy ensures that phones are to be switched off and out of sight during lesson times, in all areas of the school.

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.

Phones are not to be used in any class or study periods unless there has been explicit permission given by the teacher for specific class work or for the support of class activities.

What Students Need to Know and Do:

1. Mobile phones and other personal devices, (including: smart watches, music devices, earphones) must be **out of sight** and **turned off** during **all lesson times (including care group)**, **assemblies** and **other school functions**.

2. Students may access their phones/devices at recess and lunchtimes, before and after school only.

3. Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.

4. Students who choose to bring mobile phones or other devices to school must accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.

5. Students who access their phone without permission during lesson time will have their phone confiscated by patrol and stored in the Front Office for collection at the end of the day.

If the student does not comply

- Students who access their phone without permission during lessons or study lines will have their phone confiscated by patrol and stored in the Front Office for collection at the end of the day.
- In the first instance the student will receive a reminder of the policy requirements. If there is a second instance a letter will be sent home. If a device is confiscated for a third time during any school term, the student will then be placed on internal suspension with the Deputy Principal.
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Internet connection for personal devices

If a student opts to bring their own laptop device, both Parent and Student need to have signed the Student BYOD Laptop User Agreement and submitted to ICT. ICT will then setup the device to access internet via the school 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 confiscated by patrol and stored in the Front Office.

- 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 confiscated by patrol, are stored in a secure location in the Front Office 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.

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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
- Consultation with Governing Council and staff through Curriculum Leaders.
- The policy can be accessed on the school's website; [Salisbury High School - Home](#)
- Review date January 2022.

Supporting information
- school behaviour code, behaviour support policy
  http://www1.salisburyhigh.sa.edu.au/images/pdf/School_Behaviour_Process.pdf

- school anti-bullying policy
  http://www1.salisburyhigh.sa.edu.au/images/pdf/BULLYING_POLICY.pdf

- BYOD agreement, ICT user agreements are available from the ICT department

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