

Seaford Secondary College use of mobile phones and personal devices policy



Created: November 2021

Review date: November 2024

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.

The school's intent is to maximise class time focussed on learning.

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.
- Middle School students (7-9) can access their mobile phones (or other digital device) during recess and lunchtime only.
- Senior School students (10-12) can access their mobile phones (or other digital device) during recess and lunchtime only.
- For specific classes, teachers may request students to use their phones for filming, recording or collecting data etc.
- Identified students will be permitted to have their phone in class for specific medical reasons eg diabetes, other health concerns, or as indicated on a One Plan.

Storage of personal devices

- Middle School students (7-9) are required to keep their mobile phones (or other digital device) in their **lockers** during lesson time. The phones must be put on silent or turned off. Students will have their own individual combination lock. Until all lockers are provided, phones must be in **bags**.
- Senior School students (10-12) are required to keep their mobile phones (or other digital device) in their **bags** during lesson time. The phones must be put on silent or turned off.

If the student does not comply

- In line with the school's behaviour management policy, the misuse of personal devices may result in disciplinary action which includes but is not limited to Time Out for not following teacher instructions. This includes during Wellbeing and Pathways lessons.

- If confiscation is required, the student will take their device to be securely stored in the Principal's office. The device will be returned to them (or their parent) on provision of the student's Id and confirmation from a leader that the return has been approved.
- Teachers and Leaders do not touch or confiscate a student's phone. Leaders will accompany a student with the phone in their bag to the Principal's office.

Internet connection for personal devices

The BYOD policy states we do not support mobile phones. The IT team is not able to check they are using the SSC network rather than mobile data.

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
- 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, particularly the start of the year "Expectations Powerpoint" 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 behaviour support policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

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) ie **not contact their child via mobile** while in class. 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

- SRC was involved in creating appropriate questions for a student survey. This was provided for all students to respond and the outcome presented to all students via the daily bulletin.
- Teachers were surveyed by the leader responsible and feedback provided to all staff on the outcome.
- Parents were consulted by a survey link sent out via SMS, Governing Council through face-to-face discussion.
- When the mobile phone policy is due for review in 2024 (3-year cycle), the same process of surveying students, teachers and parents will be undertaken
- The school's policy can be accessed on the school's website under "Our school/Publications and Policies".

Supporting information

- <https://www.seafordhs.sa.edu.au/our-school/information-technology/digital-learning-program>
- https://www.seafordhs.sa.edu.au/files/SSC_Cyber_Safety_Policy_V2.pdf
- https://www.seafordhs.sa.edu.au/files/Anti-Bullying_and_Harassment_Policy_V1_3.pdf