

Mobile Phone Policy



Document Control				
Version	Updates	Approved by	Approval Date	Review Date
1	Updated with 2021 DfE requirements	Principal	15 July 2021	Term 2 2023
2	Updated to reflect DfE 2023 phone ban	Governing Council	13 December 2022	Term 4 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 (BYOD) 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 traveling
- so that parents/caregivers can contact them outside of school hours.

Our school acknowledges that mobile phones are now a feature of modern society and most of our pupils own one. Increasing sophistication of mobile phone technology presents a number of issues for schools, including:

- the high value of many phones and the issues caused by their loss or damage
- the integration of cameras into phones leading to the potential young person or data protection issues
- access to the Internet without staff supervision and the issues around cyber-bullying and child protection potentially arising from this
- the potential to use the phone whilst on silent mode.

It is not realistic to prohibit phones being brought to school, nor is it logistically possible for our staff to collect phones each morning and return them in the afternoon. Para Hills High School allows students to bring mobile phones to school, however it is expected that students follow these expectations:

- All mobile phones are switched off and kept out-of-sight during the day
- Students cannot take/make calls or send/read messages whilst at school
- Mobile phones are not used for playing games, to check the time, or take photographs/videos (this is a breach of privacy laws)
- Students cannot use phones to access the Internet or use them as a calculator during class time. Appropriate resources are available for this purpose
- Using mobile phones to listen to music is not permitted at any time. The only exception is for students with additional needs who have a One Plan, for whom this is a required adjustment recommended and documented by an accredited professional, in consultation with the school
- Practical subjects in Year 11 and 12 where student work is required to be filmed or annotated may permit mobile device use for this purpose.

If students are feeling ill while at school, they need to inform their class teacher and report to First Aid. A certified First Aid Officer will then assess the student, administer first aid and contact parents or caregivers if required. Courtesy calls will be made to parents to advise that the student has been provided with First Aid, even if no take home is required for sickness reasons.

Exceptions can be made for students with medical conditions who require access to a mobile phone however these will be addressed on a case-by-case basis. Please contact your young person's year level manager to discuss your requirements and provide appropriate documentation of need. The use of a mobile phone whilst at school for any reason other than One Plan or Year 11/12 practical subjects as detailed above is not acceptable at any time.

Consequences

If students fail to follow the mobile phone policy, the teacher will issue one warning and remind students of the requirement to have phone switched off and in their bags whilst on the school site. Failure to comply with the request will be addressed via the School Behaviour Management Policy. This could entail referral to Leadership. If this is the case, the leader will determine an appropriate consequence in accordance with the school's behaviour protocols.

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Emergencies

If a student needs to contact their parent or caregiver, in the case of an emergency, they will be allowed to use a school phone. If parents or caregivers need to contact their young person urgently, they must phone the school office on 8258 5466 and a message will be relayed promptly to their young person.

The school cannot accept responsibility for damage, loss or theft of any personal property belonging to the students, particularly mobile phones and devices. Security and insurance of mobile phones is the responsibility of the student and parent/caregiver. The school does not have the resources to investigate theft of mobile phones; if phones or mobile devices are stolen or damaged it will be the responsibility of the student to contact the police.

ROLES AND RESPONSIBILITIES

Principal

- Ensure this policy is clearly communicated and accessible to all students, staff and families
- Ensure there is a process for regular review of the policy
- Make sure 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/caregivers, 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 young person.

School staff

- Deliver learning opportunities and maintain a safe and productive learning environment.
- Respond to instances of non-compliance in line with the school's policy
- Report and respond to incidents of 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/caregiver)
- 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 young person.

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
- Support the implementation of the school's policy, including the consequences for non-compliance with the policy

Parents/caregivers

- 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 young person 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 to use their mobile phone (or other personal device) in a safe, responsible and respectful way.