

# Secondary student use of mobile phones and personal devices

## 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.

## 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.

Allendale East Area School secondary aged students from Yr 7 – Yr 12 will be permitted to access and use their mobile phones or other personal digital devices during school hours.

This includes:

- before and after school hours, while students are on school grounds
- during recess and lunch breaks
- during the transition periods between lessons and breaks
- in lesson time, when specified by the teacher

## If the student does not comply

- Misuse of personal devices may result in disciplinary action which includes but is not limited to contacting parent/caregiver, yard time out, ban device/s for appropriate periods of time.
- If confiscation occurs, the student's device will be securely stored in the front office and parent/caregiver will be contacted to further discuss consequences

## Internet connection for personal devices

Students who present to our ICT department wishing to use their own devices for study purposes will have to comply with the following criteria:

- The Department for Education security certificates will be installed to grant access to the internet behind the MacAfee Security Gateway in compliance with Department for Education protocol. All on-site use of the device will be compliant with the security setting applied by the gateway, and restrictions will apply in concert with our school user agreement policy
- The device will be given permission to connect to our sever which enables access to student drives to access and save work 'whilst on-site'. Access to these drives off-site is currently prohibited by the Department for Education

- The device will be connected to the school printers in the locations that are required for students use. The student will need to comply with our printer use policy
- Any software deemed necessary for completion of subject assignments will be installed and licences will be provided by the school
- Any issues that require any major servicing of the student device will be the responsibility of the student. The school ICT department will offer to facilitate any minor issues as they occur but will not be responsible for maintaining the performance of devices that are not school property.

## Roles and responsibilities

### 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

- Secondary School Staff
- Governing Council
- School Captain
- Student Representatives Yr 7-12
- Policy will be available to access through the school website
- Review Date December 2021. Annually following on.

## Supporting information

- [Anti-Bullying & Harassment Policy](#)
- [Computer Access, Network and Internet Agreement](#)
- [Behaviour Policy](#)