WILLUNGA HIGH SCHOOL

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 or 1:1 Laptop arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Willunga High School strives to ensure the learning environment is safe, productive and free from interference and distraction. The appropriate management and use of mobile phones and other personal devices will contribute to a learning environment that supports higher quality learning outcomes for all students.

This policy is informed by, and compliant with, the Department for Education student use of mobile phones and personal devices policy

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.

Students at Willunga High School will not be permitted to use mobile phones or personal devices on the grounds of Willunga High School during the scheduled school day. In the event that students bring their device to school, they will be required to switch them off and secure them within lockable storage provided by the school at all times.

Exemptions to this policy will be provided where students use phones to monitor health conditions or to support an individual learning plan. Approval for exemption can only be granted by the Principal, Deputy Principal or Assistant Principal and will be documented in the student's health care plan, One Plan (available in the school LMS) or in the student file. Where an exemption is requested, school staff will endeavour to support the student and their family to find an alternative to the use of a mobile phone or personal device, in the first instance. At all other times phones must be secured in lockers (or a school provided alternative if locker is unavailable).

During break times, we encourage students to communicate with each other face-to-face or be involved in physical activity rather than students being focused on a mobile phone or personal device. It is expected that mobile phones and personal devices remain in student lockers during break times.

Caregivers are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted and assisted accordingly. Parents are asked to email home group/mentor teachers in advance to notify them of students leaving early for appointments. When emergencies occur, parents or guardians can reach their child by calling the school on 8557 0100.

Students must take personal responsibility for the safe keeping of mobile phones and personal devices which can include: smart watches, laptop computers, portable music devices and ICT storage devices.

In the unlikely event of a school wide internet outage, school staff, parents and caregivers will be notified that students are permitted to use their mobile phones as a wireless 'hotspot' for a specified period of time. All relevant school and department policies and procedures will still apply during this brief period of exemption.

Storage of Personal Devices

Students at Willunga High School will need to secure their device(s) at all times during the school day within student lockers provided by the school. If the locker is not accessible, the student will be directed to place their device(s) in lockable storage in the student services, located in the administration building. The student will be required to show their student ID in order to collect the device(s) at the end of the school day. If the student is not able to do this, a parent or caregiver will be required to collect the device(s).

If the student does not comply…..

Willunga High School will manage non-compliance with this mobile phone and personal devices policy in accordance with the existing Positive Behaviour for Learning policy.

 Incidents of misuse of mobile phones and personal devices may be in relation to:
- disruption to student learning
- bullying and harassment
- transmission of explicit images
- photographing, recording or uploading inappropriate content.

These incidents will be managed and reported in line with departmental policies and procedures including:

- reporting critical incidents and injuries procedure
- behaviour support policy
- procedures for the suspension, exclusion and expulsion of students
- responding to online safety incidents in South Australian schools guidelines

Internet Connection for Personal Devices

Students who use a BYOD device (e.g. laptop or tablet) are expected to connect to the school's wireless network and not through private mobile networks or 'hotspots'.

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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 handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- processes are in place for monitoring internet and school network use by all members of the school community.
- school staff and students are able to access resources to ensure ease of compliance with this policy (e.g. calculators, school recording devices).

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 personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and personal devices 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 by working in a way that supports this policy.

Prepare for the delivery of learning opportunities that do not necessitate the use of personal devices beyond those covered in the school's Bring Your Own Device / 1 to 1 laptop policy.

Model appropriate use of mobile phones and personal devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and personal devices to their children.

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 students are directed/accompanied to student services to securely store any student personal devices required to be surrendered. These devices are returned to the student (or their parent / caregiver).

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 which includes:

- 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.

Work with their parents / caregivers and school staff to seek device exemptions for exceptional circumstances in a responsible, respectful way.

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 is required to leave early 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) outside of school hours in a safe, responsible and respectful way.

Work with their children and school staff to seek device exemptions for exceptional circumstances in a responsible, respectful way.

Ensure their children have access to appropriate learning resources by engaging with the Willunga High School 1 to 1 laptop program.

Communication and Review

Consultation has been conducted with;

- Student representatives (Student Voice) from all year levels.
- Governing Council
- Staff

School Policy can be accessed on the school's website

This policy will be reviewed in 2024.

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Supporting Information

Please refer to following policies and procedures

- [Student use of mobile phones and personal devices policy (education.sa.gov.au)](education.sa.gov.au)
- [Willunga High School - Positive Behaviours for Learning](#)
- [Willunga High School - Anti-Bullying and Harassment Policy](#)
- [Willunga High School - 1:1 Laptop Program](#) information.

External Resources for Parents

The Department for Social Services' [Raising Children](#) website contains written and video resources for parents about topics including role modelling positive behaviour with devices, children's responsible mobile phone use, managing screen time, cyberbullying and online safety; which are listed by age group:

• Pre-teens (9-11 years)

• Teens (12-18 years)

The eSafety Commissioner's [eSafety parents](#) website contains resources and free webinars for parents on topics including online safety basics, how to use parental controls on devices, advice about popular social media sites and apps, and managing screen time.

Sample of research and literature

• Impact of mobile digital devices in schools

• Review into the non-educational use of mobile devices in NSW schools

• Mobile phones in the classroom – what does the research say?

• Controlling smartphone use in schools

• "I don't think I would be where I am right now" – pupil perspectives on using mobile devices for learning • The mere presence of your smartphone reduces brain power, study shows

• Australian students in a digital world

• Screen time and kids: what's happening in our homes?

Record History

Status	Voting Draft
Date last approved	Has not yet been approved
Frequency of reviews	Every 2 years
Next review due	December 2024
Audience	Public document
Stakeholders	All Staff, parents and caregivers and students