



GAWLER & DISTRICT
COLLEGE B-12

Secondary student use of mobile phones and personal devices policy

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.

Gawler and District College B-12 acknowledges that mobile phones and other electronic devices (including, but not limited to, mobile phones, laptops, ear phones, music players and gaming devices) serve a purpose in both personal and professional contexts. The responsible use of these devices extends beyond the college environment and is applicable at all times within the general community as the misuse of these devices can pose a threat to student safety, wellbeing and learning. Student responsibility for the appropriate use of personal electronic devices at the college is required at all times and must be in accordance with and reflect our school values.

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 will not be permitted to access their mobile phone during Home Care, lesson or study time unless there has been explicit permission given by the teacher that relates to class work or for the support of class activities.

- Mobile phones and other personal devices, (including smart watches, music devices, and earphones) must be out of sight and turned off during all lessons including study and Home Care, assemblies and other school functions.
- Students may access their devices during recess and lunch breaks responsibly.
- Students who choose to bring mobile phones and or personal devices to the college must accept full responsibility for those devices. The college accepts no responsibility for loss, theft, damage or health effects resulting from device use.
- Parent and Caregivers who need to contact their children during the school day can do so by contacting College Central on 8521 2400 where a message will be taken and forwarded to the student.

Storage of personal devices

Student personal devices are to be kept in students' bags or lockers at all times.

If the student does not comply

Misuse of mobile phones or personal devices may result in disciplinary action which includes but is not limited to the device being confiscated.

Students who access their phones during Home Care, lesson or study without permission will have their phone confiscated by a leader on Float. The device will be stored in College Central for collection at the end of the day.

Where there is a repeat of misuse or refusal to follow reasonable instructions to hand in a device when asked, we will refer to the college behaviour management policy which may include further steps such as internal suspension or suspension.

Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, students will be required to connect their devices to the school's ICT network and not use own, unfiltered mobile data connection.

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

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 handed in for their care are stored in a secure location 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.

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 has occurred with:

- students through meeting with student leaders to discuss and seek feedback on the policy
- secondary staff via staff meeting and survey
- Parents and Governing Council

The policy is accessible via the school website (<https://www.gdc.sa.edu.au/>)

Supporting information

Other policies and procedures that may interact with the student use of mobile phones and personal devices policy may include:

- school behaviour code, behaviour support policy
- school anti-bullying policy
- ICT user agreements.