



## 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 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.

RDAS does not permit students to access and use their mobile phone or other personal digital devices during school hours.

### Storage of personal devices

Students are required to have mobile phones and / or other personal digital devices in their school bags or a locked locker and out of site while on school premises. The student is responsible for providing the lock for the locker.

### If the student does not comply

Students who do not comply to the RDAS policy re the use of mobile phones and / or other personal digital devices are required to surrender said device at the front office. On the 1<sup>st</sup> and 2<sup>nd</sup> occasion of surrender the student will collect device at the end of the school day. On the 3<sup>rd</sup> and subsequent occasions surrendered devices will be returned to parents.

## Internet connection for personal devices

Students are permitted to connect laptops to the school's ICT network as required to complete learning tasks. Students are not permitted to connect to the school's ICT network for entertainment or social purposes.

## 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 surrendered to school staff and individual lockers that the school provides for students to store their belongings. Students are required to provide individual locks for lockers.
- 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

In 2019 RDAS conducted an extensive school and community consultation re the implementation of a mobile phone or personal device free environment. Consultation evidenced support for this initiative.

The policy is located on the school website and emailed to parents each year.

The policy is to be reviewed annually in September of each year.

## Supporting information

Policy links and supporting information are provided on the RDAS website and can be emailed as requested. Policy and supporting information include:

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



# Mobile Phone Policy Flowchart.

