

# Mobile Phone and Personal Devices Policy

## Overview

The purpose of this policy is to outline the safe and appropriate use of mobile phones and personal devices at Whyalla Secondary College (WSC). This is in line with our college values of Inclusion, Innovation and Integrity.

## Scope

This policy applies to all students, parents/caregivers, teachers and school leaders at WSC.

Note: Throughout this document the term 'mobile phone and personal devices' applies to all electronic communication devices, including but not limited to; mobile phones, MP3 players, iPods, gaming devices, headphones, airpods, tablets and smart watches.

## Detail

In line with the new DFE Student use of Mobile Phones and Personal Devices Policy. Students will not have access to any personal device during school hours. This includes recess and lunch breaks.

### Responsibilities of Students:

- Year 7-10 students will need to store their mobile phone/smart watch in a lockbox during the school day. It must be put on silent and in Flight Mode. Phones will be collected in the first 10 minutes of the day and returned in the last 10 minutes of the school day.
- Year 11-12 students must keep their mobile phones/smart watch on silent and in Flight Mode in their bags, in their lockers. They can choose to have their phone stored in the relevant Student Services office in a lock box. They must hand it in within 10 minutes of arriving at school and can collect it when they sign out for the day.
- Inappropriate access to social networking and internet sites will be followed up, as outlined by the WSC Respectful Behaviour and Bullying Prevention Key Process Statements. Cyberbullying and harassment of any kind is not tolerated. This includes but not limited to; electronic harassment, such as sending harassing text messages and posting comments on social networking sites or the WSC learner digital platforms.
- In compliance with Work Health and Safety (WHS) requirements, students are prohibited from using school power points to plug in their own personal devices. This includes mobile phone chargers.
- Students who are unwell must report to the relevant LCSS. They are not to use their mobile phone to contact parents/caregivers. The LCSS SSO will then communicate to the Medical SSO to administer first aid, medication and/or contact parents/caregivers. To fulfil our Duty of Care and to ensure that students get appropriate treatment until a parent arrives, it is essential that all contact of this nature be adult-to-adult.
- Photos and/or videos are not to be taken of other students or staff members without their permission. These may not be stored on personal devices or distributed in any way to other people/platforms.
- In line with the importance of utilising instruction time appropriately, students are not to use headphones during lesson time. Where headphones are required for curriculum and/or wellbeing purposes, a request to the teacher by a parent/caregiver can be made to allow an individual student to borrow a set of WSC headphones. Students in study can also borrow a pair of school headphones for curriculum and/or wellbeing purposes.

### Responsibilities of Parents:

- Please do not phone or send text messages to your student during the times that they are in lessons. Communication during lesson time(s) should be made through the relevant LCSS.
- If your student contacts you, please direct them to report to the relevant LCSS. You may then like to contact the relevant LCSS to let them know that your student has contacted you and provide them with the information you need to pass on to your student. However this will result in a behaviour consequence being issued.
- If your student contacts you during the day because they are experiencing a problem at school, please direct them to the relevant LCSS where the information will be redirected to the relevant community. In some circumstances, follow up communication from you to one of these staff would also be helpful, so that we can assist your student in resolving their difficulty.
- Please do not give your student permission, via their mobile phone or personal device, to leave school. The school has Duty of Care and must be able to always account for all students. For your child's safety, please always communicate through one of our helpful LCSS.

#### **Responsibilities of Staff:**

- Staff have the responsibility to ensure a safe and productive classroom environment, free from the interference and distraction created by mobile phones and personal devices.
- Staff will actively monitor and prohibit student use of mobile phones and personal devices during the school day.
- Staff will issue consequences to students who are in possession of their mobile phones and personal devices during the school day.
- Staff will have their mobile phones and personal devices on silent during assemblies, meetings, interviews and formal school functions. They will not be in possession of their mobile phones/smart watches when delivering explicit teaching instructions.
- It is the staff member's responsibility to safely store their mobile phones and personal devices away while working with students during lessons.

#### **Consequences for Inappropriate Use:**

- Students who fail to observe their responsibilities with regards to the Mobile Phone Policy followed up in accordance with the WSC Learning Expectations document.
- Students who breach any laws with the sharing of information (video or other) of a violent, sexual, threatening or sensitive nature will have their phones handed over to the police.
- Students who are caught in possession of a personal device during school hours will receive an automatic Take Home.
- Students caught in possession of a personal device a 2<sup>nd</sup> time during school hours will receive a 3 day suspension.
- 3<sup>rd</sup> time = 5 day suspension
- 4<sup>th</sup> time = Home Learning for 4 weeks minimum

Parents may seek exemption for personal devices to be used at school for a variety of medical reasons.

## Definitions

WSC – Whyalla Secondary College

LMS – Learner Management System

SSO – School Services Officer

LCSS – Learning Community Student Services

## Supporting Information

[WSC Learning Expectations](#)

[WSC Bullying Prevention Policy](#)

[WSC Respectful Behaviour Policy](#)