

# AEEC –Student use of mobile phones and personal devices policy

## Overview

Adelaide East Education Centre acknowledges that mobile technology plays a major role within our contemporary lives. In recognising this, many students now access a mobile device in order to support their daily interactions with parents, carers and in maintaining scheduled daily communications with others. As for all technologies, they have both a purpose and value, however they can also be used inappropriately and or illegally. The intention of this policy is to clarify the use of these technologies, to better support appropriate usage inline with social expectations, current legislation and site policies. This policy is designed to facilitate the acceptable use of mobile devices at AEEC. It is based upon the principles of mutual responsibility and respect for others. It is intended to assist in managing the safe and responsible use of mobile phones by students and staff, and involves parents and carers as partners in assisting their young people in the appropriate use of mobile phones and 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 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 to and from school.
- to make essential communications with parents, carers and support staff.

### **Mobile use Guidelines**

- It is an expectation that students are NOT to use mobile phones in the classroom without consent from their teacher.
- Students are not to make phone calls or respond to texts during school hours without permission.
- Access to social networking sites is strictly prohibited during school hours.
- Students are NOT to use their phones during school hours to take photos, video or send inappropriate messages.
- Students are not to share their phones with others.
- All care will be taken but the school **will not** accept responsibility for mobile devices if they are damaged, lost or stolen.
- Access to social networking sites is strictly prohibited during school hours.

## Cyberbullying

Using mobile devices to bully/ cyberbully, and threaten other students is unacceptable and not inline with AEEC site behavioural expectations. In some cases, it can constitute criminal behaviour. Students, parents, and carers are reminded that it is a criminal offence to use a mobile phone/ device to threaten, harass, humiliate or offend another person, and that most communications including calls, text messages and emails can be traced. Mobile phones/ devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Students are reminded that mobile phones are not to be used in toilets or changing rooms.

## Storage of personal devices

If required, students can hand their devices to the front office staff for secure storage during school hours. The device can then be returned to the student at the end of the school day.

Please note that all care will be taken but the school **will not** accept responsibility for mobile phones or other electronic devices if they are damaged, lost or stolen.

## If the student does not comply

If a student is found to be using a mobile phone for texting and phone calls during class time without approval, it will be confiscated by leadership. The student may collect their phone at the end of the day. Multiple confiscations may result in a one-day internal suspension.

## Internet connection for personal devices

Students are not permitted to connect their own mobile phone or device to the school's ICT network unless given permission from leadership.

## Roles and responsibilities

### Principal

- To ensure this policy is clearly communicated and accessible to all students, staff and families.
- That there is a regular review process of the policy.
- That processes are in place for monitoring internet and school network use by all members of the school community.
- That the school's policy and responses of non-compliance are enforced.
- To report and respond to incidents of inappropriate use of personal devices in line with department policy, procedures, and any legislative requirements.
- Model appropriate use of mobile phones, and support families to promote safe, responsible and respectful use of mobile phones for users.

### 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, 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/ parent/ carer.

### **Students**

- Comply with the requirements of the school's policy and follow all reasonable directions from the Leadership and school staff.
- If permitted to use a mobile phone/ 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 young person to use their mobile phone/ device in a safe, responsible and respectful way.

## **Communication and review**

- Staff and students have been consulted in the development of the policy.
- Policy was presented and ratified by the governing council.
- Policy will be reviewed every two years.

## **Supporting information**

Please see policies below for further information:

- AEEC Student Behaviour Management Policy
- AEEC Anti-bullying Policy
- AEEC ICT Policy