

# MNEC

## Secondary 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 secondary school students

Our school recognises that there are legitimate reasons to have 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.
- As most of our students are transported to school by parents/ caregivers/ taxis the need to have a phone is minimised.
- Students should not need to access phones during the school day as parents can contact the front office or the class mobile phone.
- Other devices such as iPads used for communication, are available for the students' to use throughout the school day dependent on their individual needs.

### Storage of personal devices

If for any reason a Mobile phone is brought to school by a student, the phone will be left at the front office during the school day and will be handed back to the student when they are called for taxi/ collection by parent/ caregiver.

### If the student does not comply

In the event of the student not complying with instructions from their teacher or principal. The parent/ caregiver will be informed and the school will follow the School's Behaviour policy. This may involve the confiscation of the device, parent/ caretaker attending the school and possible take home.

### Roles and responsibilities

#### Principal

- this policy is clearly communicated and accessible to all students, staff and families
- The policy will be reviewed every two years
- Mobile phones can be left at the front office for safe keeping until the end of the school day and will be returned to students as they are collected.
- School staff will monitor the internet usage of the students on school 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 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.

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

The MNEC's mobile phone policy has been developed in consultation with the staff and Governing Council

- Any mobile phones brought into the school by students shall be stored in the front office area and not in the classrooms.
- Parents/ caregivers will be notified to ensure that the phones are not brought into the school.
- Staff should not be using their personal mobile phones in the classroom unless prior permission has been sought from the Principal (as per the Staff Handbook)
- Personal phones belonging to staff should be stored in lockers/ pigeon holes in the staff room during lesson time.
- Each class has its own mobile phone for use on excursions or to enable parents/ caregivers to contact the class teacher and vice versa.
- The Mobile phone policy will be kept on the Common drive, in the folder named 'MNEC Pamphlets, Policies and Procedures'
- The Policy will be reviewed on a two yearly cycle

## Supporting information

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

2/3/2021