



# CUMMINS AREA SCHOOL

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## 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 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.

Contact between students while they are at school and their parents/carers should occur through the school office on 86762388. Office staff will ensure messages are then communicated to students.

This policy applies to all times students are at school and on school grounds including during and between classes and at all break times such as recess and lunch. Please note: 'school grounds' extends to school excursions, sports carnivals and other events off the school site, where an approved school activity takes place.

### Storage of personal devices

Students are expected to hand their phone in to Home Group teachers during roll call. Phones handed in to teachers will be delivered to the Secondary Teacher Prep Room and stored there in sealed containers in a cupboard until the end of the day when they will be returned to students.

### If the student does not comply

Students who choose to use their mobile phones for any reason will first be issued with a warning. Students will be required to give the phone/device to a staff member and it will be securely stored in the school office until the completion of the school day when they can be collected by students.

Students who choose to use their mobile phones for any purpose for a second time within a calendar year, will be issued with a warning of internal suspension. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Students who choose to use their mobile phones for any purpose for a third time within a calendar year, will be internally suspended for continued disobedience consistent with our school policy. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

## Internet connection for personal devices

In line with our current BYOD policy, the only devices appropriate which will be connected to the Internet and accessible in class will be Laptops and iPads where it meets an educational need of a student on a One Plan. Personal Mobile phones will not be used as part of any lesson tasks or activities.

## 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
- 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.

Apart from exceptional situations or specific teaching purposes, mobile phones should not be used during teaching time or whilst engaged in school responsibilities such as yard duty.

It is reasonable for a staff member to:

- Use their phone to contact Leadership whilst on Yard Duty or offsite.
- Photograph notes or student work during class time, sport, excursions, camps or rehearsals, and email students, once photos are uploaded, the photos must be deleted from personal devices

### **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**

This policy was developed through negotiation with parents, staff and students within the Cummins Area School Community and was first implemented in 2019.

The policy is delivered to families at the beginning of each school year and is readily available on the school website, [www.cumminsas.sa.edu.au](http://www.cumminsas.sa.edu.au).

This policy will be reviewed by the school community every two years and will next be reviewed in June, 2022.

## Supporting information

This policy sits alongside a number of other relevant policies at Cummins Area School.

- [School Behaviour Development Policy](#)
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