



MOBILE PHONE AND OTHER MOBILE DEVICES POLICY (Students)

1. Intent

Mobile devices are a feature of society, and are in widespread use, allowing convenient communication and connectedness. Such communication must be acknowledged, whilst also ensuring that good educational practice is not compromised. However, the use of mobile phones and other smart devices, including smartwatches and tablets at school can:

- Be disruptive to learning;
- Discourage positive socialising and verbal communication;
- Pose risks of theft, invasion of privacy and the safety of students, and
- Increase the risk of students receiving unwanted bullying and harassment or unwanted offensive material.

This Policy intends to provide guidelines for the use of mobile phones and other mobile devices at St Margaret's Anglican Girls School by students and staff.

The purpose of this Policy is to:

- Ensure that students use mobile phones and other personal 'smart' devices including smartwatches appropriately and responsibly on school premises and at school related activities.
- Make students aware of legal requirements and socially acceptable behaviours related to the use of such devices.
- Outline the School's requirements with regard to acceptable use of these devices by students during the school day.
- Outline student responsibilities with regard to the security of their equipment; and
- Outline the consequences if students breach the guidelines.

This Policy should read in conjunction with the School's *Anti-Bullying Policy*, the School's *Responsible Use of Information Technology Policy and Guidelines for Behaviour and Expectations*.

2. SCOPE

This Policy applies to all students while they are on the school campus, involved in school related activities off campus or are wearing the school uniform.

3. STUDENT GUIDELINES

- a. Students are permitted to carry a mobile phone to school, at their own risk. In the Secondary School, mobile phones must be kept locked in the student's locker. A mobile phone should not be left in an unattended bag. During in-class testing and block exams all mobile devices including smart watches will be switched off and left in the care of supervising teacher at the front of the classroom, to ensure validity of testing. Staff need to be vigilant that all devices are handed in under these circumstances.

All mobile phones brought to school by students in the Primary School must be placed in the allocated box at the beginning of the school day. This box will then be stored in the Primary School Office.

- b. To promote punctuality and safety, students are not permitted to access their devices between lessons when there is not a scheduled break.

Secondary students are allowed to access their mobiles phones only at their locker during morning tea and lunch (not during Academic Advising times). During these times students in the Secondary School are only allowed to access their mobiles in case of emergency (for eg. texting parents to advise sports training cancelled) but this use should be limited and not promote anti-social behaviour.

- c. Devices are not to be used for texting for social interaction, social media, internet access or photographs/video.
- d. In the Primary School, students must go to the Primary School office to request to make a telephone call on the school phone if it is necessary during the school day. Conversations on mobile phones, or on the telephone in the Primary School Office, are not considered to be acceptable reasons for lateness to class.
- e. St Margaret's as an employer takes seriously its responsibility to protect staff members from inappropriate and malicious on-line references. Therefore, any posting of inappropriate images of staff or references to a staff member, will automatically lead to suspension from school.
- f. Inappropriate use of a mobile phone during the school day will result in confiscation of the phone. The confiscated item will be labelled with the student's name and handed in at the Head of Year or Primary School Office at the first possible opportunity, to be collected at the end of the school day. Any negotiations for earlier return of the confiscated item are to be conducted only with the Dean of Students or Head of Primary School.
- g. No school resources will be allocated to finding a phone that is lost or allegedly stolen.
- h. Significant or repeated misuse of a mobile phone may result in suspension or other consequences as outlined by the Responsible Use of Technology Policy. Parents will be notified of this infringement to school policy.
- i. If at any time a staff member has cause to suspect a mobile device is being used inappropriately, they have the right to confiscate it immediately pending investigation of the matter.
- j. In regard to any matter whereby the school believes there may be material which is of a bullying, sexual, racial or violent nature or where the school or students of the school may be brought into disrepute, the school reserves the right to permit specified staff to inspect any school-owned devices, including but not limited to; cameras, video recorders and computers.
- k. Students will not engage in online behaviour that will bring the school's name into disrepute. This includes posting inappropriate photos or videos of self or others in school uniform and posting other students in uniform without their permission. Inappropriate refers to the following:

- Rude gestures
- Dancing provocatively
- Swearing; or
- Using offensive captions

Students may not post photos or videos of staff to social media platforms at any time.

- I. If students are wearing and listening to mobile devices while travelling to and from school, they have an added responsibility to be aware of traffic and other people around them. It is recommended that they do not wear earphones in both ears while travelling to remain alert to auditory warnings.

4. STAFF SUPERVISORY ROLE

- Ensure classroom and playground supervision is diligent.
- Students should seek approval and notify staff if there is a student need to use a mobile phone for educational purposes (Mobile phone exemptions may be negotiated with the Dean of Students).
- Ensure students are aware of and understand what is required with regards to the use of mobile phones and other 'smart' devices.
- Student mobile phones are to be placed in lockers upon arrival at school.
- Student messages may be checked in the locker area during morning tea and lunch but students are not to loiter in the locker area.
- Know what the consequences are for not using these devices appropriately i.e. confiscation and given to Heads of Year or Head of Primary.

5. CONSEQUENCES FOR BREACHING RULES

Students breaching the Policy will incur disciplinary action commensurate with the nature of the breach. Unauthorised use will result in confiscation for the rest of the school day. In Primary years and Year 7 a reflective conversation will be organised on their first offence. For repeated offences in the Primary school, please refer to the Use of Technology -Behaviours and Consequences in the Primary Behaviour Action Plan found in the parent handbook. In Years 8 to 12 the below consequences will be given depending on the nature of the offence.

Consequences for minor infringements may include:

- Lunch time detention
- Afternoon detention
- Withdrawal of privilege for a period of time

Please note serious, offensive, derogatory, disrespectful, discriminative, or bringing the school into disrepute will result in:

- Suspension; or
- Termination of enrolment; and/or
- Police action

RELATED POLICIES

Responsible Use of Information Technology
Anti-bullying Policy
Staff Social Media Policy
Guidelines for Behaviour and Expectations

Review Date: December 2023