Yorketown Area School

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.

We are fortunate enough to have technology that can be beneficial to our learning. At Yorketown Area School we all have the right to feel safe and respected including when interacting with digital technologies, in online learning and social media. The Yorketown Area School community has a responsibility to promote and encourage online safety and behaviour that shows the school in a positive light.

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.

Students in Year 7-12 are permitted to bring mobile phones to school for learning purposes as directed by teachers.

Mobile phones are not to be used during class time unless <u>explicitly</u> directed by the teacher in charge.

Students will also abide by the following agreement as outlined and signed in the student journal under *'Using digital technologies to support learning and teaching'*:

RESPECT FOR YOURSELF AND OTHERS:

When online I will….

- Choose appropriate online names that are suitable for myself and others. This includes names that don't use swear words; stereotypes or that could be offensive to others.
- Ensure that information I post online will not put me, others or organisations at risk.
- Obtain consent for images and information I post online.
- Not share personal information or details; including passwords and accounts.
- Show respect to others and myself, and not use social media to stalk, harass or bully other people.
- Report cyber-attacks or inappropriate behaviour directed at me or others to school or police to ensure that everyone is safe and comfortable online.
- Not visit or join group organisations that are pornographic, degrading, racist or inappropriate to others.
- Not log into other people's accounts/going on others computers to manipulate search history, passwords etc.
- Not involve myself or incite inappropriate online relationships.

RESPECT FOR OUR SCHOOL:

I will….

- Place my device in the box provided at the front of the classroom unless I have teacher permission to use it for my learning.
- Use online learning platforms with the same respect as the classroom.
- Not post anything inappropriate online, which identifies the school, other students, staff and the school grounds. This includes no illegal action, bullying, sexual, offensive and stereotypical posts.
- Not make negative or inappropriate comments about the school/staff online.
- Not use online platforms such as TikTok, SnapChat, Instagram etc at school, particularly in class or post any images identifying the school (uniform, school events).

RESPECT FOR INTELLECTUAL PROPERTY

I will….

- Suitably cite any websites, books, media, etc. to ensure that the plagiarism policy is followed.
- Ensure that terms and conditions of online resources are followed responsibly.

EQUIPMENT RESPECT

I will…

- Have respect and handle school and personal ICT equipment at the school with care
- Report damage promptly.
- Ensure that ICT equipment is logged off and shut down correctly, returned and placed on charge.
- Only borrow ICT equipment in my name.
- I will take responsibility for my own equipment and use my locker to keep it safe.

Storage of personal devices

Student mobile phones should be placed into the classroom box at the front of each classroom at the beginning of each lesson. The box remains at the front of the classroom and is only accessible to teachers.

Mobile phones must be switched off or onto aeroplane mode to minimise any class distractions from notifications and terminate connections with other devices (eg smart watches, laptops, tablets).

Mobile phones use is permitted at break times (recess and lunch), however students must abide by the criteria outlined in the *'Using digital technologies to support learning and teaching'* in the student journal.

If the student does not comply

Consequences of breaching these conditions:

- Students are expected to voluntarily place their mobile phones into classroom boxes at the beginning of each lesson. This is an expectation and students will not be reminded by teachers.
- If a teacher directly asks a student if they have a mobile phone on their person and the student is dishonest, this will be dealt with as a behaviour issue.
- After permission to use a mobile phone has been granted the permission may be terminated and the device confiscated if the teacher believes the device is being used inappropriately or compromising the teaching-learning process of other students.
- If a device is confiscated it is for the remainder of the school day and stored in the front office. The student may collect their phone at the end of the school day and parents will be notified.
- After a second confiscation the student and their parent must attend a restorative meeting with the secondary coordinator for the student to continue to have their mobile phone at school.
- Three breaches of the conditions will result in the student not being permitted to use their device for the remainder of the term.
- Further confiscations or failure to comply with the policy may result in the student being banned from having a mobile phone at school.
- If breach encompasses inappropriate material or harassment of another person, consequences can include suspension from school and police involvement.

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.

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 has been developed through the following process:

1. Secondary staff discussion at staff meeting
2. Review of current policy as outlined in Middle and Senior school journal
3. Meeting and discussion with school captains (middle and senior)
4. Meeting and discussion with SAC (Student Advisory Committee)
5. Updated policy presented to Governing Council by School Captains
6. New policy ratified by Governing Council
7. New policy communicated to staff
8. New policy communicated to students via Pastoral Care and to families and students via website, newsletter and FB update.

Supporting information

In addition to this policy, students and parents should also familiarise themselves with the following documentation:

- YAS behaviour policy
- YAS Anti-Bullying & Harassment policy
- BYOD – User Agreement
- Cyber-safety at Yorketown Area School
- YAS School use laptop contract & acceptable use agreement of ICT