



ASMS Use of Mobile Phone and Personal Devices Policy

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.
- It is a valuable learning tool, and the school supports its use during sessions.

Storage of personal devices

Students are responsible for all their personal property and the school accepts no responsibility for lost, stolen or damaged equipment.

If the student does not comply

Any failure or breach of this policy will result in the sanctions applied as per the Behaviour Management Code <https://portal.asms.sa.edu.au/myWorkspaces/handbook/Pages/Behaviour-Management-Code.aspx>

Internet connection for personal devices

Students are permitted to use their own mobile phone or device on the schools and Flinders University's wireless network to undertake a learning activity and research.

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
- 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.

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

Policies are available in the School Handbook via the Portal.

It is recommended this policy be reviewed every 2 years.

Supporting information

- Harassment, Abuse and Bullying Policy
<https://portal.asms.sa.edu.au/myWorkspaces/handbook/Pages/Harassment-Abuse-and-Bullying.aspx>
- Cyber-Safety & Ethical Use of ICT
- Behaviour Management Code
<https://portal.asms.sa.edu.au/myWorkspaces/handbook/Pages/Behaviour-Management-Code.aspx>