MANNUM COMMUNITY COLLEGE
Believe to Achieve

Government of South Australia
Department for Education

49-71 Walker Ave, Mannum SA 5238 **P:** 8569 1503 **F:** 8569 1082 **E:** dl.1170_info@schools.sa.edu.au **W:** www.mcc.sa.edu.au

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. 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 school students

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise 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.

Reception - 7:

During the school day students are not permitted to access or use their mobile phones or other personal digital devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

Year 8 - 12):

Year 8-12 students will be permitted to access and use their mobile phones or other personal digital devices during school hours when specified:

- Mobile phones should be switched off during classroom lessons and any use will be only after the teacher on duty has given permission.
- Exceptions may be permitted in rare circumstances, should the parent/guardian request it. Such requests will be handled on a case-by-case basis, and should be directed to the subschool leader. Parents are reminded that in cases of emergency, the Front Office is the first point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- Year 8-12 students are discouraged from using their phones at break times and during Senior School study periods to promote speaking to collaborate, interpreting facial expressions and body language, and having deeper conversations than a 'character limit'.

Storage of personal devices

Upon request a student or family can securely store the device at the Front Office in exchange for a number token to be collected at the end of the day.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.

If the student does not comply

Generally, a mobile phone will be deemed to be used inappropriately if:

- It disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- It threatens or is likely to threaten the safety or well-being of any person including using them to bully, intimidate or otherwise harass other people through any text message, photographic, video or other data transfer system available on the phone or social media.

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- Is in breach of any law. The school may consider it appropriate to involve the police.
- Gains a student advantage in exams or assessments.
- Any student uses vulgar, derogatory, or obscene language while using a mobile phone.
- A student posts private information about another person using social media, SMS messages, taking/sending photos or objectionable images, or phone call.
- A mobile phone is seen, heard or used at an inappropriate time.

The following saying helps students remember: SEE IT, HEAR IT, USE IT, LOSE IT.

Consequences

For students who fail to follow these guidelines the following consequences (in no particular order) may be applied, in line with our Wellbeing and Self-Management Policy:

- Confiscation of the mobile phone (handed back to student at the end of the day). The device will be securely stored at the Front Office in exchange for a number token to be collected at the end of the day.
- Confiscation of the mobile phone (handed back to parent at the end of the day). The device will be securely stored at the Front Office in exchange for a number token to be collected by the parent at the end of the day.
- An office time-out, in school detention or, internal or external suspension.
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

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 the Front Office
- 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 in EDSAS 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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom.

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.

![Mannum Community College logo - paddle steamer drawing] MANNUM COMMUNITY COLLEGE
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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 an exemption under 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

The MCC student body was consulted regarding this policy via the SRC, and emailing Year 7-12 students for their opinions.
The MCC staff group and Governing Council were also consulted.
This policy is available on the school's website and in the staff common-drive.
Next review date: June 2023

Supporting information

Other policies and procedures that may interact with this local policy on student use of mobile phones and personal devices (available on school website):

- MCC Wellbeing & Self Management Agreement
- MCC Anti-bullying policy abililty
- ICT user agreements