

Mobile Phone & Digital Device Policy



Author		Approved		
<i>Name</i>	Chris Robinson and Jacqui van Ruiten			
<i>Position</i>	Director of Wellbeing and Principal			
Document No.	Effective Date	Version Date	Version No.	Cancels Version
MPPD.001	25/07/2023	8/12/2023	0001	N/A

Purpose

This policy provides direction to students, staff, and families about managing personal mobile phones and other digital devices students choose to bring to Norwood International High School. Digital devices include, but are not limited to, smartwatches, tablets, listening devices (unless connected to an official school laptop) or laptops/tablets that are not part of the school’s official ‘Bring Your Own Device’ (BYOD) Program. This policy applies while students are at school or attending an authorised school activity, such as a camp or excursion.

Norwood International High School acknowledges that our students are global citizens of a technologically rich world and that mobile devices provide a positive platform for learning.

However, excessive use of mobile devices can negatively impact on physical and mental health, social interactions, and attention to learning. As a school we have a responsibility to establish and maintain a safe and engaging learning environment that promotes the responsible and effective use of mobile devices.

This policy is aligned to the Department for Education’s direction and student use of mobile phones and digital devices policy to manage access to digital devices at school so that students can be fully present in their learning and interactions. The policy also works in conjunction with Norwood International High School’s Information and Communication Technology Acceptable Use and Respectful Behaviours Policies.

Mobile Phone and Digital Devices at school

Norwood International High School recognises that there are legitimate reasons for students to bring a mobile phone or digital device to school. This includes:

- as a measure to ensure their safety while travelling to and from school.
- parents/guardians or family members being able to contact them outside of school hours.

Students at Norwood International High School will not be permitted to use mobile phones or digital devices on the school grounds during the scheduled school day. In the event students bring a mobile phone or digital device to school, they will be required to turn them off (or switch to flight mode) and store them in their secured locker provided by the school between the start and end of each school day. While attending activities off-site, such as camps and excursions, students will be asked to not bring their mobile phone and/or digital devices, or to have these stored away, unless explicitly stated in the provided camp or excursion letter for learning purposes. This includes taking off and putting away any wearable technology (eg smartwatch). Students will not be able to access their mobile phones and/or digital devices at any time

during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason.

The school and Department for Education believes the effective implementation of this policy will ensure:

- safe environments with reduced negative impacts of inappropriate use of mobile phones and digital devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones.
- classroom environments where teachers can teach, and students can learn free from distractions caused by personal use of mobile phones and digital devices.
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Students will not be able to use their mobile phone to purchase items from the vending machines or canteen. There are a number of alternative options including the use of cash, debit/EFTPOS card or purchasing items via the QKR app before the start of the school day.

At times mobile phones may be useful learning tools. In this situation teachers may negotiate with their class to use their mobile phone for a specific task or lesson. Students given permission to use a mobile phone in this situation will need to return it to their locker at the end of the task/lesson.

Parents/guardians are reminded that in cases of emergency during the school day, the school office remains the point of contact and school staff will ensure students are contacted and assisted accordingly. Parents/guardians are asked to email Connect teachers and the student services team in advance to notify them of students leaving early for appointments. When emergencies occur, parents/guardians can reach their child by calling the school on 8364 2299.

Storage of Personal Devices

Students at Norwood International High School will need to secure their mobile phones and/or digital device(s) at all times during the school day in the secured student lockers provided by the school. If the locker is not accessible, the student will be directed to place their mobile phone and/or digital devices(s) in lockable storage in student services. The student will be required to show their proof of ID or prove that it is theirs to collect the mobile phone and/or digital device(s) at the end of the school day. If the student is not able to do this, a parent/guardian will be required to collect the device(s).

Exemptions

Norwood International High School recognises that individual students may have exceptional circumstances and may require access to their mobile phone and/or digital device during the school day. Families may seek exemptions (with supporting documentation from a medical specialist) from the respective leader, who will seek approval from the principal.

Exemptions may be granted for:

- monitoring or managing a medical condition (application to the Learning Community Leader).
- a student disability or learning difficulty (application to the Engagement and Inclusion Leader).

- personal circumstances requiring more ready access to their mobile phone and/or digital device, such as being a primary carer (application to the Director of Wellbeing or the Director of Middle or Senior School).

Students who have an approved exemption will only be able to use their mobile phone or digital device for the purpose for which the exemption was granted. The approval will be documented in the student's health care plan or student file and on Daymap, and a Mobile Phone /Digital Device Exemption card issued to the student. This card will be issued by the leader approving the exemption. The student must present the card to staff on request.

Where an exemption is requested, school staff will endeavour to support the student and their family to find an alternative to the use of a mobile phone or digital device, in the first instance. At all other times these must be secured in lockers (or a school provided alternative if locker is unavailable).

Internet connection for digital devices

Personal mobile phones and/or digital devices of students, staff or the wider community are not permitted to connect or attempt to connect to the Norwood International High School ICT network.

Procedures for Non-Compliance

Where students use a mobile phone and/or digital device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's Respectful Behaviours Policy.

The following steps will be undertaken:

- Step 1: Confiscation: The student will be responsible for powering off their mobile phone and/or digital device. They will then be requested to surrender their device directly to the staff member. The student must provide their name, and the staff member will securely hold and store the device in a zip lock bag (eg, in a desk drawer, pedestal drawer, pocket, laptop bag, etc.) until it can be handed over to student services. If this situation arises during yard duty, the supervisor can be called to assist with the confiscation and storage procedure.

The device will be held until the end of the day at student services for middle school students and at the wellbeing hub reception desk for senior students.

- Step 2: Subsequent Infringement within the same week: student services team will contact the relevant Learning Community Leader with details of subsequent infringements within the same week. The Learning Community Leader will confiscate the device for an additional day. A note is sent to parent(s)/guardian. The device is placed in student services and collected by student using their proof of ID at the end of the day.

- Step 3: Recurring Weekly Infringements: Referral to Learning Community Leader for a week of Device Intervention (which includes student handing phone into student services each day and collecting at end of the day).

In the event a mobile phone or digital device is confiscated from a student:

- the staff member will inform the student that the device is being confiscated as they have breached the conditions of this policy.

- the device will be confiscated by the staff member, who will place a label on it (with student details) in a ziplock bag and securely hold the device (eg, in a desk drawer, pedestal drawer, pocket, laptop bag, etc.) until it can be handed over to student services. The staff member will create a Daymap Electronic Device Student Record (or may seek the support of the student services team).
- at the end of the school day the student can collect the mobile phone and/or digital device from student services. Students will be required to sign out a confiscated device using their proof of ID.

If a student refuses to hand-over their mobile phone and/or digital device to a staff member, the matter will be escalated to a leader. The mobile phone/digital device will be confiscated for the remainder of the day and further consequence actioned in line with our Respectful Behaviours Policy. All incidences will be recorded in Daymap and reviewed by Connect teachers and Learning Community Leaders.

Where a student's misuse of a mobile phone and/or digital device is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of student's procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

Responsibilities

School Leaders

To ensure:

- the school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families.
- there is a process for regular review of the school's local policy.
- lockers with locks are provided for students to store their personal devices. Security cameras are used to survey the area.
- secure storage is provided for staff to keep any devices handed in by students.
- processes are in place for monitoring internet and school network use by all members of the school community.
- enforce the policy and responses to instances of non-compliance.
- consider requests for exemptions from the policy from parents/guardians or independent students due to exceptional circumstances on a case-by-case basis. To ensure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

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 mobile phones and/or digital devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their mobile phones and/or digital devices use it appropriately and only for the specified purpose, and store their devices away after the exempted activity has concluded.
- Ensure that any student's mobile phones and/or digital devices handed in for their care are stored in a secure location and handed into student services for return to the student (or their parent/guardian) by the end of the same school day.
- 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. Use mobile phones for work-related/emergency purposes only when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all mobile phones and/or digital devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone and/or digital 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 and/or digital 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.
- Notify a school staff member or student services to contact parent/guardian, if required.

Parents/Guardians

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a mobile phones and/or digital devices to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (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 digital device) in a safe, responsible, and respectful way.

Further information

Families, students, and other school community members can find information about the statewide policy, why it's important, and the types of exceptional circumstances where exemptions may be granted, on the public website: www.phonesoff.sa.gov.au .

Community members with questions, concerns, or feedback about the policy can be referred to contact the helpline (details below), for the department to manage and respond to.

Attachments and References

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/keeping-children-safe-bullying>

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/behaviour-management-and-strategy>

<https://www.esafety.gov.au/>

Attachments

References

Review

Review Date	Reviewed By	Accepted Date	Comments