



# Mobile Phone and Smart Device Policy

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*The Department of Education does not permit student use of mobile phones and smart devices in public school unless for medical or teacher directed educational purposes.*

*The Department of Education's insurance policy does not provide cover for the private property of students.*

This policy outlines the rules for mobile phone and smart devices at Exmouth District High School.

Exmouth DHS recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones or smart device. This policy details the conditions under which mobile phones or smart device are permitted at Exmouth DHS

For the purpose of this policy 'mobile phones and smart devices includes smart watches, other electronic communication devices and associated listening accessories, such as, but not limited to, headphones and ear buds.

## **RATIONALE**

- Mobile phones and other personal smart devices are not seen as an essential item for school activities.
- These devices have the capacity to take photos, video or record information that may contravene the Department of Education Policy on Mobile Phone Use, The Privacy Act and Telecommunications Act.
- Mobile phones and smart devices can be a disruptive element to the good running of classrooms and potential for these devices to bully others. All students are entitled feel safe and secure at school.

## **Conditions of Use**

The use of mobile phones for all students is not permitted from the time they enter the school grounds to the conclusion of the school day, unless under the instruction of a teacher or staff member. Mobile phones should be 'off and away all day'.

All students are required to have their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day;

### Primary Students (kindergarten to year 6)

- Students from Kindergarten to Year 6 are not permitted to have mobile phones and smart devices in their possession (including school bags) during the school day; and
- If a student requires a mobile phone, it must be switched off and taken to the administration office before the school day begins and collected at the end of the school day. Students will need to sign in and out of their mobile phone at the administration office. Parents will need to contact the school advising their child's need to bring a mobile phone or personal device. Exmouth DHS will securely store student mobile phones during the school day.

### Secondary Students (year 7-12)

- Students from Year 7 to 12 are permitted to bring a mobile phone and/or smart device to school; however, mobile phones must be turned off and neither seen nor heard. This includes entering & exiting school grounds.



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**Mobile phones are permitted under the following circumstances in consultation with relevant staff.**

## **Primary & Secondary**

- If a device is required for medical reasons, a school-approved documented health care plan will be developed, and the device can only be used for the purposes stated in the plan.

## **Year 10 – 12 only**

- Devices may be used under the direct instruction of a teacher or, with teacher permission, for a specified purpose, both planned in consultation with the Secondary Deputy Principal.

Other smart devices are not required at school

## **IMPLEMENTATION**

Teachers will ensure that students in primary and secondary school know that mobile phones and smart devices are not required at school.

### **Primary students who bring a mobile phone to school**

Parents to arrange with the Deputy principal that the student has a mobile phone and/or smart device for a health or safety purpose and appropriate storage arrangements will be made, such as in the school office.

Where a primary student has brought a phone to school, and the parent has not informed the leadership team member, the device will be collected and parent contacted.

### **Secondary students who have a mobile phone and other smart devices at school – Breaches**

Students must follow the Mobile Phone Policy. Breaches are managed progressively, with the first instance focused on education.

**Breaches:** Device in view, rings/vibrates, notifications received, or in use without permission

#### **First Instance – Educational Response**

- Student sent to front office; device stored until end of day
- Receipt slip issued and signed
- Entry recorded in Compass for parent awareness – *Front office staff*
- Student collects the device after 2.25 pm

#### **Second Instance**

- Student sent to front office; device stored until end of day
- Receipt slip issued and signed
- Student referred to Deputy Principal
- Parent notified via Compass of breach; Parent collects the device after 2.35 pm

#### **Third Instance**

- Student sent to front office; device stored until end of day
- Documented as third occurrence; student referred to Deputy Principal
- Parent notified via Compass of breach; Parent collects the device after 2.35 pm
- Student must leave the device at home or hand it to the admin daily for the remainder of the term
- Loss of Good Standing for the rest of the term



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## Serious Breaches

- Refusal to hand over device: Student enters behaviour management process
- Using a device to record a fight: Suspension
- Loss of Good Standing: ineligible for non-curricular events until restored

## FURTHER CLARIFICATION

The use of mobile phones to take photos during school or school activities is not permitted unless prior permission has been obtained by their teacher. Students are not permitted to use a mobile phone (still or video) or device to film people and their activities without their knowledge and/or permission. Any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff will be suspended immediately.

If a mobile phone is required for reasons of specific safety, then parents must negotiate with the appropriate member of the Executive Leadership Team on how best to manage this. This may involve the student delivering the phone to the office for safe keeping and picking it up again at the end of the school day. This will be for urgent situations only and responsibility resides with the student. Students bring mobile phones to school at their own risk.

Mobile phones and other smart devices should not be taken on excursions and camps unless explicit permission due to special circumstances or is required for educational purposes has been provided by the principal.

Any students found using a mobile phone or smart device in an inappropriate manner (bullying, harassment, intimidation etc.) will have their parents contacted to negotiate the return of the student's phone. The student will be subject to the school's appropriate discipline code, including the possibility of suspension and the involvement of police.

## Parents

Parents' mobile phones are required to be switched off/silent profile when volunteering in classrooms or when attending meetings/assemblies etc. so that there are no disruptions to the school's programs.

## Please Note

It is the school's policy to pass on important messages to students throughout the day. This can be done by phoning the office and requesting that the message be relayed to the student.

Similarly, if a student needs to contact a parent urgently, this can be effectively managed by the school.

