



# MOBILE DEVICE POLICY

Policy revised	Endorsed by	Next revision date

File path: \\vv-server\admin common\QUALITY ASSURANCE\POLICIES\_PROCEDURES



## MOBILE DEVICE POLICY

### Purpose

This policy provides direction to students, staff and families about managing personal mobile devices 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.

At VVSS, we believe that students have the right to access their personal possessions. Therefore, we allow students to carry mobile devices with them during the day. However, for students to exercise their right to have their mobile devices with them, we expect that certain responsibilities be observed. These responsibilities are detailed within this policy.

### Mobile device use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile device or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

### Definitions

- Mobile Device: includes mobile phones, wireless or wired ear buds, and all electronic communication and media devices

### Responsibilities of students

1. Mobile devices must be always out of site while in class
2. Mobile devices must be turned off during all lesson times, assemblies and other school functions.
3. Access to social networking sites is strictly prohibited during school hours
4. Using mobile devices to play games or to provide internet access to personal laptop is not permitted on site
5. Students who are sick must report to the Front Office. The SSO will administer first aid and/or contact parents. In order to fulfil our duty of care and to ensure that students receive appropriate treatment until a parent arrives, it is essential that all contact of this nature be adult-to-adult via the front office
6. Harassment of any kind is not tolerated. This includes cyber bullying, such as sending harassing text messages and posting comments on social media networking sites
7. Photos and/or videos and/or audio recordings are not to be taken of other students or staff members without their permission
8. Students are required to leave phones in class when they attend the toilet.
9. Students who choose to bring mobile devices to school must accept sole responsibility for their device.

### Storage of personal mobile devices

Every student is provided a locker and a lock. Students have the choice to lock their mobile device in their lockers during lesson time where they will be secure.



## Consequences for inappropriate use of mobile devices

Students may have their mobile phone confiscated by their classroom teacher for the remainder of the lesson and/or day if they:

- make or receive phone calls
- send or receive text messages
- access social networking sites
- take photos or make vocal/video recordings of other students or staff without permission.

NB: Confiscated mobile devices should be placed into the supplied envelope and sealed with all details completed including when the device can be collected. The student is then required to take the envelope to the front office where it will be logged into DayMap and stored securely. Teachers are expected to check the DayMap log details to ensure the device was submitted. This process will ensure that teachers are not responsible for the care of the mobile device.

Students who refuse to cooperate with teachers instructions to hand in their mobile device will be referred to the House Manager where the consequence will be escalated and will result in a suspension.

1. Students who persistently refuse (mobile device confiscated 3 times) to observe their responsibilities with regards to appropriate mobile devices will have their rights of access to their mobile device denied for an extended period. This will mean that their mobile device is confiscated for the day. In this instance, parents will be contacted by the House Manager and the student will be banned from bringing the mobile device to school for a predetermined length of days. Where a student requires the mobile device before and after school, students will be required to hand in their mobile device each morning to the front office.
2. Students who cyber bully or harass other students via social media platforms or via other means will receive a suspension or in severe cases, exclusion (please refer to VVSS Cyber Safety Procedure)
3. Students who photograph/video record instances of violence and/or harassment will have their mobile device confiscated and handed over to the police.

## 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 mobile devices that are handed in to front office staff and individual lockers and locks are provided for students to store their belongings.

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 Cyber Safety and Bullying and Harassment 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**

Teachers have the responsibility to ensure a safe and productive classroom environment, free from the interference and distraction created by mobile device and other electronic devices.

- Teachers will actively monitor and discourage student use of mobile device during lessons
- Teachers will issue consequences (which can include confiscating mobile device, see below for process) to students who have mobile devices in view during lesson or use mobile devices during lesson
- Teachers will have their mobile devices turned off or on mute during assemblies, meetings, interviews and formal school functions
- Teachers working in isolated areas of the school or in areas without access to landline telephones will be encouraged to have their mobile devices with them.
- Model appropriate use of mobile devices and support families to understand the importance of promoting safe, responsible and respectful use of mobile devices 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 classroom teacher has permitted to use a mobile device 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 device 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 device (or other personal device) in a safe, responsible and respectful way.

- Please do not phone or send text messages to your child during the times that they are in lessons
- If your child phones you because they are unwell, please direct them to report to the Front Office. You may then like to phone our receptionist to let them know that your child has phoned you and to make enquiries about whether they need to be picked up from school
- If your child phones you during the day because they are experiencing some other problem at school, please direct them to talk to their Mentor Teacher or House Manager. A follow



up phone call from you to one of these people would also be very helpful, so that we can assist your child in resolving their difficulty

- Please do not give your child permission, via their mobile device, to leave school. The school has duty of care and must be able to account for all students at all times. For your child's safety, please always communicate via Front Office
- Please ensure your own mobile devices are turned off during meetings, interviews and formal school functions.

#### **Communication and review**

- Staff, Student and Governing Council consultation