

# Mobile Phone and Personal Device Policy

## Student use of mobile phones and personal devices

### Purpose

This policy provides direction to Wirreanda Secondary School 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.

Our expectations, inclusive of this policy, have been developed in consideration of how we promote the growth of adolescents into lifelong learners, ethical democratic citizens and increasingly self-sufficient young people demonstrating values of respect, responsibility, honesty and achievement. We continue to focus on maintaining high expectations and implementing structures and support to ensure all students view school as a positive place for learning.

Our Wirreanda Secondary School 7-12 mobile phone (and personal device) expectations are focused on ensuring every student has the opportunity and environment to learn most effectively. Our policy is focused on developing healthy habits for learning and personal growth at every opportunity. This policy is key in developing a strong culture of learning where Wirreanda Secondary School students are expected to be challenged and to grow in their learning each day. We have a responsibility to teach and guide students in how to manage and focus on their learning, in a technology laden world, and we believe this policy will assist in this.

*A red/green (traffic light) visual in classrooms and learning areas indicates expectations in regards to your phone. **The standard approach is a red traffic light.** This means that during a red light lesson phones should be **turned off** and away, not just in silent mode, throughout the **whole** of the lesson. This will prevent phones being a distraction to learning. Where a green traffic light is shown, phones are permitted for learning and they should only be used to enhance learning in a manner directed by the teacher.*

Listening to music, watching videos, playing games, accessing the internet, taking photos or videos, talking or texting during class, without clear learning directions indicated by the teacher as per our Green Traffic Light Visual, disrupts teaching and learning.

### 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.

## Wirreanda Secondary School 7-12 students will only be permitted to access and use their phones at the following times:

- During lesson times: access to phones is only allowed when teachers provide direct instructions, showing the Green Traffic Light Visual, that phones can be used to enhance learning in a manner directed by the teacher. (**The standard approach is a red traffic light - this means that during a red light lesson phones should be turned off and away.** This will prevent phones being a distraction to learning).
- During recess, lunch breaks and before/after school: phones are allowed and able to be used responsibly by all students (we do however suggest that students move during recess and lunch breaks, and do other activities that are not dependent on phone use).
- During Senior School Study Lessons: Year 11 and 12 students may use their mobile phones in silent mode, appropriately to enhance learning, while undertaking independent study.

## Storage of mobile phones and personal devices

Students who choose to bring mobile phones or other devices to school accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.

Mobile phones or other devices are best stored in individual student lockers, with lockers and padlocks provided to all students 7-12. All students are reminded not to share their padlock combination with peers. In the event that a teacher has indicated phones may be used in a lesson to enhance learning, the student is to store their phone out of sight until the teacher provides these instructions.

## If the student does not comply

- Misuse of mobile phones and other personal devices (including serious and repeated non compliance and defiance) will result in disciplinary action, as per the *Wirreanda Secondary School Responsible Behaviours Policy 7-12*.
- Student use of mobile phones as outlined in this policy (above) carries the same expectations as any behaviour within the classroom at Wirreanda Secondary School, and as such, non-compliance will follow the same processes and consequences.

## Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, students can connect their devices to the school's network through the same process as connecting any device (as per BYOD process). All students utilising an internet connection for learning are bound by the Wirreanda Secondary School Acceptable use of ICT Agreement.

# Roles and Responsibilities

## Principal

- 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, in a locked drawer and labelled sealed envelope, for student personal devices that are handed in to school staff.
- Individual lockers or locks that the school provides for students to store their belongings are appropriately secure.
- 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.
- 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 young person.

## 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.
- Develop positive routines and habits in students 7-12 through actively utilising the Red/Green Traffic Lights for Learning Classroom Protocol at Wirreanda Secondary School.
- Respond to instances of non-compliance in line with the Wirreanda Secondary School Behaviour for Learning Policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Make sure that any student personal devices handed in for their care are stored in a secure location (labelled in envelope in Learner Wellbeing Centre in a secured drawer) and are returned to the student at the end of the 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 young person.
- Responsibility to ensure shared consistency with policy and expectations.

## Students

- Comply with the requirements of the school's policy and follow all reasonable directions from all 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.
- Report to a school staff member, either an adult staff member who you choose to approach or to the front reception at the Learner Wellbeing Centre, in the first instance if you become unwell or experience an issue at school.
- The standard you walk past is the standard you accept. If you see a fellow student not following this policy, say something.

- 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 recordings of other people without their knowledge or permission. This includes posting such material on social media or platforms.

## 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 in an emergency situation requires early collection from school) (08) 8329 7200). Encourage your young person to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Please do not phone or send text messages to your young person during the times that they are in lessons.
- Please do not give your young person permission, via mobile phone, to leave school. The school has a duty of care and must be able to account for all students at all times. For your 's safety, please always communicate through the Front Office or Absence line.
- Recognise the important role you play in supporting your young person to use their mobile phone (or other personal device) in a safe, responsible and respectful way.
- Parents who have concerns about this policy should contact the school and arrangements can be made to ensure that they are contactable while at school. This supports all students adhering to and modelling this policy.

## Communication and Review

- This policy can be accessed at <https://wirreandasecondary.sa.edu.au/>
- We encourage all parents/carers to discuss this policy at home.
- Our Wirreanda Secondary School Positive Behaviour for Learning Policies and Procedures (including Mobile Phone and Personal Device Use) continue to be reviewed with students, staff and Governing Council on an ongoing basis.
- This policy will be reviewed annually at the end of Term 1. We encourage ongoing feedback to be provided throughout the year via email to: [dl.0638.info@schools.sa.edu.au](mailto:dl.0638.info@schools.sa.edu.au)

## Supporting Information

The following links to other policies and procedures, and information below, are relevant to this policy:

- [Wirreanda Secondary School Positive Behaviour for Learning 7-12](#)
- [Wirreanda Secondary School Responsible Behaviour Policy](#) Parent/Staff Copy
- [Wirreanda Secondary School Anti-Bullying Policy](#)
- [Wirreanda Secondary School BYOD](#)
- [Wirreanda Secondary School Acceptable use of ICT Policy](#)
- [E-Safety Commissioner](#)

### Learning Space Green/Red Visuals

<h1>Phones &amp; Earphones</h1>	<p>A red/green (traffic light) visual in classrooms and learning areas will indicate expectations as regards to phone use.</p> <p>When red, mobile phones should be <b>turned off</b> (not just in silent mode) throughout the <b>whole</b> of the lesson and put away - lockers preferred. This will prevent phones being a distraction to learning.</p> <p>When teachers indicate a green light for phones they will only be used to <u>enhance</u> learning in a manner directed by the teacher.</p>
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<h3>Why?</h3> <p>Deep learning requires a flow.</p> <p>When learning is interrupted by distractions, including messages and social media alerts, you cannot focus completely on learning.</p>	 <p><b>Turned Off &amp; Away</b></p>
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<h3>Why?</h3> <p>At times phones can be really useful for learning.</p> <p>This could include completing polls or surveys, taking pictures as evidence of your learning and voice recording.</p>	 <p><b>Technology 4 Learning</b></p>
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