



Mobile Phone Policy

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 that are not part of a separate Bring Your Own Device arrangement (BYOD). This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Department Policy Link

Policy: [Department for Education Student Use of Mobile Phones and Personal Devices Policy](#).

Policy Outline

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 parent or guardian can contact them outside of school hours.

Mobile phones and other personal digital devices are not to be used during school hours. Each student will be assigned a personal Yondr pouch for storage of their mobile phones during the school day. It is each student's responsibility to bring their pouch with them to school each day.

Exemption: Some students may have the need to use their personal device during the school day i.e. for medical purposes. All individual exemptions must be applied for with supporting documentation, approval is given on a case by case basis by the Principal or delegate and recorded in Daymap.

Personal devices for learning purposes: Students have access to their BYOD device and do not require personal devices for learning at school.

Parent or guardian contact during the school day

Parents or guardians are able to contact their students through the school. Please contact 8329 7200 to pass on a message for a student or to request being able to speak to your young person and this will be organised for you. Students can also organise to speak to parent or guardian at any point through the school day by going to Student Services.

Phone: (08) 8329 7200

Email: dl.0638.info@schools.sa.edu.au

Website: www.wss.sa.edu.au

Storage of personal devices

Start of school day

As students enter the school grounds, they will:

- turn their phone off or put it in flight mode
- unlock their empty Yondr pouch using an “Unlocking Base” at various locations around the school
- place their phone (and any other personal digital devices) inside the pouch, securely close it and store it in their school bag
- each student will maintain possession of their mobile phone inside their Yondr pouch for the duration of the school day
- students arriving late to school will need to go through this process at Student Services.

End of school day

As students exit the school at the end of the day, they will:

- unlock their pouch using an “Unlocking Base” at various locations around the school
- remove their phone (and any other devices) from their pouch
- securely close their empty pouch and place it in their school bag for the next day
- students signing out early will need to go through this process at Student Services.

Non-Compliance

Step 1: If the student does not comply with putting their phone in a pouch ARD will be called to escort the student to Student Services where the student will be required to lock their phone in a mobile phone locker for the remainder of the day.

Step 2: If non-compliance continues, a parent or guardian will be notified and a take home will occur. The parent or guardian will come to school to collect their student. Where required, a new pouch will need to be purchased (\$20) by the parent or guardian.

Step 3: If the student incurs a second offence, the student will be required to lock their phone in a mobile phone locker for 2 consecutive days.

Step 4: Continued non-compliance - If a student has had a third offence for mobile phone non-compliance this will result in a suspension.

Mobile Phone Exemption

There may be exceptional circumstances where students require an [exemption](#) from the requirements of the policy. This could include where:

- the device is used to help monitor or manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation in the classroom by a student with English as an additional language (EALD)
- a student has extenuating personal circumstances that require them to have immediate access to their personal device, such as being the primary carer for younger siblings.

Exemption approvals will be assessed by the relevant Middle School/Senior School Assistant Principal in consultation with stakeholders. If approved, students will be identified via a record on Daymap. Students should only use their phone for the intended purpose as outlined in the exemption. If a student uses their phone for reasons outside of the exemption then the exemption will be reviewed via a meeting. If exemption is not approved please follow the non-compliance process.

**A Temporary exemption can be issued for up to 3 weeks whilst medical evidence is sought.

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 for student personal devices through the issuing of a Yondr pouch
- 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 parent or guardian, 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 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
- 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
- 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 or guardian)
- 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.

Students

- comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff
- 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 or Guardians

- 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 young person 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 young person to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

Communication and review

This policy has been developed in line with the Department for Education Policies and Procedures.

- the policy is approved by Governing Council and reviewed on an annual basis
- the policy is available to be accessed on the school website.

Updated: *July 2024*

Person Responsible: *Assistant Principal - Student Culture*