



## Student Duty of Care

### Student Use of Mobile Devices Policy and Procedures

#### Policy Introduction

We are committed to meeting our Student Duty of Care obligations.

#### Purpose

This Policy and its Procedures set out the School's approach to managing student use of mobile devices during school hours.

Mobile devices can create a range of hazards and other issues when brought to school because:

- they are valuable items that can easily be lost, stolen or damaged in the School environment
- their usage in school may disrupt learning for the user and for fellow students
- they can be used inappropriately to bully, intimidate or harass people which can have serious consequences including police involvement.

#### Scope

This Policy and its Procedures apply to the use of the following mobile devices by all students during school hours or certain school-related activities:

This includes but is not limited to:

mobile phones, smartphones, headphones, smartwatches, portable gaming devices, and other emerging technologies such as wearable devices or voice-activated assistants capable of accessing wireless networks or cellular devices.

## **Roles and Responsibilities**

### **The Principal/Responsible person's Responsibility**

The Principal/Responsible person is responsible for:

- implementing and regularly reviewing this Policy and its Procedures
- approving exemptions
- managing breaches of this Policy and its Procedures.

Although the Principal/Responsible person is ultimately responsible for the implementation of this Policy and its Procedures, they may delegate these responsibilities to certain staff members.

References to the Principal/Responsible person in this Policy and its Procedures therefore include the Principal/Responsible person's delegates when they are undertaking functions on behalf of the Principal/Responsible person.

### **Staff Responsibilities**

Staff are responsible for:

- modelling appropriate behaviour at all times
- ensuring that mobile devices that are brought to school are stored in accordance with the Procedures set out in this Policy
- ensuring that, where students are permitted to use mobile devices, that they do so appropriately, only for the approved purpose and that the devices are stored away when not in use
- dealing with all reported and observed incidents of inappropriate use of mobile devices in accordance with this Policy
- ensuring that any incident of inappropriate use of mobile devices that they observe or is reported to them, is recorded appropriately.

## **Policy Statement**

It is our policy that:

- students must not use mobile devices during school hours or certain school-related activities unless authorised to do so by the Principal/Responsible person
- where students are in possession of mobile devices during school hours or certain school-related activities, the devices are turned off and securely stored in accordance with the procedures set out below
- if mobile devices are brought to school, they are done so at the owner's own risk. No liability will be accepted by the School in the event of loss, theft or damage to the mobile device
- as set out in the procedures below, the School may allow students to use mobile devices during school hours or school-related activities in special circumstances
- there are processes in place to ensure that parents/carers can contact their children during school hours or school-related activities. See Communicating With Students During School Hours or School-Related Activities.
- the School will regularly review this Policy and its Procedures as required to ensure that it is accurate and appropriate
- staff will report and record all incidents of misuse of mobile devices in accordance with the relevant School policies and procedures
- all students still have reasonable access to learning and are not adversely impacted by not being allowed to use mobile devices at school
- the School considers the views and needs of the school community during the development of procedures and the possible consequences of any procedures on persons from culturally or linguistically diverse backgrounds, Aboriginal and Torres Strait Islander students, students with disability or any other vulnerable persons.

## Procedures

### Storage

Where appropriate, the School will ensure that the mobile devices are securely stored in accordance with the following procedure.

### School Level Response

The school-level response to PDD misuse is designed to address inappropriate behaviour through a structured and progressive approach. It ensures fairness, accountability, and opportunities for

students to correct their behaviour while maintaining a supportive and disciplined learning environment.

Staff will be supported in implementing the school-level response through the use of scripted language, available [here], designed to ensure a consistent and clear approach in addressing PDD misuse.

### **First Instance**

The PDD will be confiscated and handed to location designated by the Principal or delegated staff member, which is outlined in the localised procedure. The instance will be recorded on the School Learning Management System and the parent/carer will receive communication regarding the matter. The student may collect the device at the **end of the school day**.

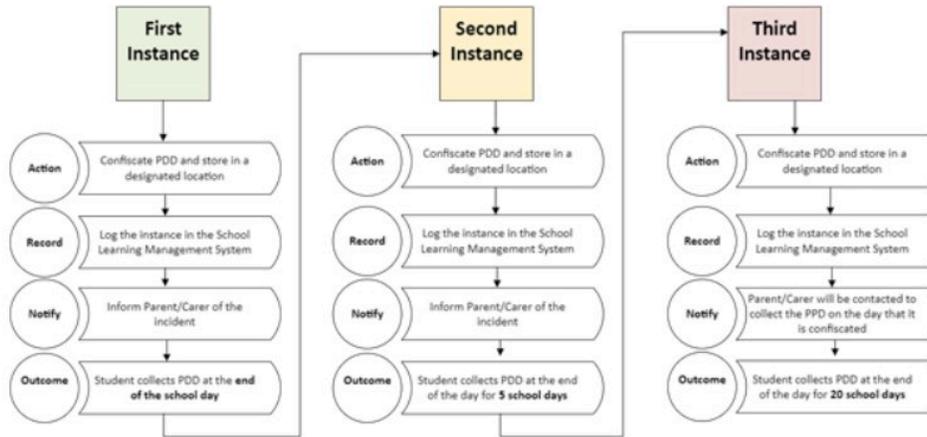
### **Second Instance**

The PDD will be confiscated and stored in a location designated by the Principal or delegated staff member. The student will be required to hand the PDD to a location designated by the Principal or delegated staff member. The device may be collected after school each day, for a **period of 5 school days**. The instance will be recorded, and the Parent/Carer will be notified.

### **Third Instance**

The PDD will be confiscated and handed to location designated by the Principal or delegated staff member, and the parent/carer will be contacted to collect the PDD from school on the day the device was first confiscated. The student will be required to hand over their PDD each morning to a location designated by the Principal or delegated staff member. The device may be collected after school each day, for a **period of 20 school days**.

Further instances will be considered sustained misbehavior and will result in a Parent/Carer meeting to discuss additional consequences and strategies for compliance.



## Special Circumstances

There are some circumstances under which the School permits students to use mobile devices during school hours or certain school-related activities. These include:

Specific Exception	Documentation
For specific learning activities (class-based exceptions)	A unit of work, learning sequence, and a completed PDD exceptions form must be prepared and approved by the Principal or delegated staff member
For students requiring reasonable adjustments due to a disability or learning difficulty.	An Individual Learning Plan, including a Social and Emotional Learning Plan, should be documented in Support Group meeting minutes and accompanied by a completed PDD exceptions form signed by the Principal or delegated staff member

## Health and wellbeing-related exceptions

Specific Exception	Documentation
Students with a Health Condition (Mental, Physical, or Other)	<p>A Student Support Plan or Management Plan must be developed, along with a completed PDD exception form signed by the Principal or delegated staff member.</p> <p><i>Additional medical documentation may be required to support accommodations within the school</i></p>
Students who are Young Carers in an ongoing capacity or medical communication is required in the short term.	<p>A PPD exception form, completed and signed by the Principal or delegated staff member.</p>

Parents/carers or students first need to seek permission from the Principal/Responsible person to allow a children and young people to use their mobile device. The Principal/Responsible person will consider each of these requests on an individual basis.

When dealing with a request, the Principal/Responsible person will also consider whether School-owned devices can be used to meet the student’s needs instead.

If a children and young people is permitted to use their mobile device in particular circumstances or for a particular purpose, the children and young people must only use the device in these circumstances or for this purpose. Mobile devices must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies and Procedures for more information.

When the mobile device is not being used as permitted, it must be switched off and stored in accordance with this Policy.

The use of mobile devices in special circumstances will be supervised and documented by appropriate staff members.

## **Communicating With Children and Young Persons During School Hours or School-Related Activities**

Although students are not permitted to use mobile devices during school hours or School-related activities, the School still ensures that parents/carers are able to contact their children during school hours or school-related activities by:

Insert Methods

## Implementation

This Policy and its Procedures are implemented through a combination of:

- staff education
- effective student supervision
- effective incident notification and management procedures
- effective communication procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

This Policy and its Procedures will be communicated and easily accessible to all staff, students, families and other relevant members of the School Community.

## Definitions

Term	Definition
Mobile Device	For the purposes of this Policy and its Procedures, a mobile device is a portable device which is capable of connecting to a telecommunication network, the internet or both. This does not include mobile devices owned by the School.

## Related Policies

- **Bullying Prevention and Intervention Policy and Procedures**
- **Cyber Safety Policy and Procedures**
- **Information and Communication Technology Policy and Procedures**
- **Confiscation of Children and Young People Property Policy and Procedures**
- **Extra-Curricular Activities Policy and Procedures**

## Policy Administration

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