

Personal Electronic Device & Mobile Phone Policy

Purpose

This policy outlines the requirements relating to students using IPADs and mobile phones during school hours and is consistent with the [Directorate's Communities Online policy](#) and [Use of Personal Electronic Devices \(PEDs\) in Schools policy](#).

The provision of Chromebooks to all students has eliminated any need for student mobile phones and PED's to be used as learning device in the classroom. Unregulated non-educational use of mobile phones and related social media can adversely impact learning and wellbeing. At ADHS we support people's right to learn and teach in an environment free of distractions, where face-to-face interactions and non-digital forms of learning are valued.

Definition

For the purpose of this policy, a mobile phone is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. PEDs or Personal Electronic Devices refers to but is not limited to, workstations, laptops, tablet devices, and smartphones which are owned by individual users and brought to the school. This includes accessories such as headphones and smart watches.

Use of Mobile Phones and PED's

- During all learning times, mobile phones and PED's must be in student bags and either turned off or on silent. This includes tutor groups, classes, assemblies, and all other periods of explicit instruction.
- Contact by/with parents and carers during the school day is to be made via the Front Office staff. This ensures that students will be reached quickly and they follow appropriate procedures.
- Mobile phones must not be used (or visible) inside toilet blocks or change rooms.
- Students must not take photos, or make video or audio recordings of any individual or group without express permission from a teacher and the parent/carer of the person whose digital image is captured.
- Headphones are to be in bags and switched off unless specific permission is given by the classroom teacher. In this circumstance they are to be connected to the Department issued Chromebook.
- Students are permitted to appropriately use PEDs and mobile phones before and after school and during recess and lunch breaks. Any use of PEDs and mobile phones, whether accessing the Directorate network or not, must comply with the terms and conditions of the Education Directorate and ADHS policy.
- Teachers may be required to use their phones in class due to an emergency or work issue. The rights and responsibilities of staff are different from students. Despite this, staff are encouraged to model good practice and appropriate use of a phone when at school.
- The school does not accept liability in the event of loss, theft, or damage of a phone or accessories such as chargers or headphones.



Procedures if a phone is used inappropriately

- When a mobile phone is sighted, the classroom teacher will remind the student about the mobile phone policy, and use prompt(s) developed by our PBL team.
- If the student has the phone out a second time, the teacher will give the student a choice of placing the phone in their bag or placing it on the teacher's desk to retrieve at the end of the lesson. Teachers will remind students, the third warning results in phones securely stored at the front office for the rest of the day.
- If the student has the phone out a third time, the classroom teacher will inform the student that they need to hand over their phone, and it will be given to the front office. The teacher should then place the phone in a bag with the student's name on it and place it at the front office for the remainder of the day.
 - If the student refuses to hand over the phone, the teacher can call for the faculty Executive teacher who will come to the classroom, put the phone in a bag with the student's name on it, and place it at the front office for the remainder of the day. Alternatively the teacher or Executive may inform the student that this behaviour is now non-compliance and will be followed up at a later point.
 - In circumstances where a Faculty Executive or Student Wellbeing teacher is not immediately available, the student will be required to hand their phone to the faculty Executive teacher, or an available Executive teacher at a later point.
- The classroom teacher will complete a white card agreement with the student and communicate with home.
- For persistent use of a PED or mobile phone and in situations where the student is unable to develop appropriate self-regulation skills around device use, the classroom teacher, faculty executive, and parent/carer may develop a plan to support the student. This management plan may include leaving the phone at home or at the Front Office during school hours.

Exceptions

- Students with a documented medical condition that require the use of a mobile phone to track the student's health. Parents/Carers are required to provide medical evidence to the appropriate Executive of Diversity/Year Coordinator/Executive of Student Wellbeing.
- Students, where the use of a mobile phone is listed as educational support in their Individual Learning Plan (ILP) or adjustment matrix.
- If a student falls into either or both of the above categories they may have separate arrangements made with Student Wellbeing and Diversity for conditions of use for the mobile phone and/or be issued with a personalised phone pass.
- In specific circumstances, an executive teacher may allow the use of a PED or mobile phone within their faculty for a learning activity. This is where a working Chromebook does not have the required capacity or presents a significant impracticality.
 - In these cases, the PED or mobile phone should not be considered a mandatory or required learning device and students should be able to participate without such a device.
 - A student leaving their laptop at home or having handed it in for repair/charging does not meet the criteria for its exception.
- Any other exceptions will be at the discretion of the principal or delegate.



Security

- Schools are under no obligation to provide technical support for personal electronic devices.
- Usage of mobile phones on school grounds, whether accessing the Directorate network or not, must comply with the terms and conditions of the Education Directorate and the school's policy.
- Mobile phones owned by students are brought to schools at the owner's risk. The Directorate and/or school does not accept liability in the event of loss, theft, or damage of a phone.

Related Policies

1. Communities Online: Acceptable Use of ICT – Parents and Students Policy
2. Use of Personal Electronic Devices (PEDs) in Schools Policy