

# Secondary student use of mobile phones and personal devices

## 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. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Henley High School desires to be a community that is committed to the goal that education will thrive in a social environment where all members of our school community can flourish and actively work to respect and support one another.

We strive for excellence through a safe, non-threatening school environment that supports all individuals to:

- Act with integrity
- Have a sense of belonging and purpose
- Form positive relationships based on compassion and empathy
- Accept and respect diversity and inclusion
- Give voice to their ideas
- Promote kindness and forgiveness

## 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.

Phones are not to be used in any class or study periods unless they are being used for specific class work or for the support of class activities with explicit permission given by the teacher. We acknowledge that there can be legitimate medical and/or educational reasons for using personal devices in class and we will continue to encourage the appropriate use at the discretion and direction of the teacher.

## Storage of personal devices

Students are to place them in their locker at the start of the school day. They are not to be taken to Lessons, Care Group, Assemblies and other school functions (unless informed otherwise by teachers).

## If the student does not comply

### When a breach occurs:

1. At the beginning of a new semester course and through a positive relationship, the teacher will explain to the whole class the school and classroom processes and rules. Teachers are to record in OneNote that this warning has been provided to all.
2. At a subsequent lesson if the phone has become an issue then the teacher asks the student to
  - a. If in room near their locker, then they are to put the phone into their locker for the rest of the lesson.
  - b. If in a room not near their locker then they give the phone to their teacher for the remainder of the lesson.

A Compass note is sent to the relevant staff and an email to parents.

3. If there is a second time the student is using their phone for an unauthorised purpose, then the student is given a movement pass and they are to give their phone to Student Services. Student Service will give the student a card to show the teacher that they have the phone. The teacher will also give

the student an after-school detention. They can retrieve their phone at the end of the day from student services. The appropriate senior leader will follow up the next day.

- a. Yr 8 & 9            Ms Kloeden
- b. Yr 10 & 11        Ms Gorman
- c. Yr 12                Ms Bos

A Compass note is sent to the relevant staff and an email to parents.

If one of these three leaders are not available, they will notify Student services to record names and give the phone back to the student at the end of the day. The leader will follow up the phone issue within the next day.

4. The senior leaders will address the student's unwillingness to follow school processes and support the teacher by making clear to the student the consequences for future breaches.

A Compass note is sent to the relevant staff and an email to parents.

## Internet connection for personal devices

During times Henley High School students are permitted to use their own mobile phone or device to undertake a learning activity, students are able to connect their devices to the school's ICT network.

## 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 devices that are handed in to school staff and individual lockers
- 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 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

A paramount focus is for quality teaching and learning. That is, the lesson should not be interrupted through student's texting, students checking social media updates and through the ringing of phones during lesson times. These interruptions have a significant impact on the teaching environment in all classrooms. The use of phones also reflects a student's inattention to study. Teachers have the responsibility to ensure a safe and productive classroom environment, free from the interference and distraction created by mobile phones and electronic devices. Depending on a range of factors that may occur in a classroom, it is the teachers prerogative to modify the mobile phone process based on their relationship and the location of the learning.

- 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).

- 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.

### **Students**

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school 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.

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.

- Students are to turn off their mobile phones, have no ear buds showing and place them in their locker at the start of the school day. They are not to be taken to Lessons, Care Group, Assemblies and other school functions (unless informed otherwise by teachers).
- Students may access their phones at recess and lunchtime and naturally before and after school.
- Students who bring mobile phones (or other devices) to school must 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.
- Senior student who have a study session may have access to their phones while in the Study Centre and nowhere else. These students must not distract other students by loud music, texting, posting or calling them during lesson time.

### **Parents**

- Support the implementation of the school's policy ensuring that learning is paramount, 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. If a parent has an urgent matter, then they are to contact Student Services who will locate their child.
- Henley staff acknowledge that parents may text their child with a message during the day but this is to be checked during break times.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

## **Communication and review**

Our Henley High School community has had the Mobile Phone Policy communicated with regularly, this includes:

- written communication sent home
- Mobile Phone Policy for view on Compass
- the policy is visible in classrooms around the school
- communicated in video messages home by the school leadership team

Our local Mobile Phone policy was consulted with:

- School Staff
- Governing Council
- Student Executive and Core 10 Teams

HENLEY HIGH SCHOOL MOBILE PHONE POLICY TO BE REVIEWED IN 2022  
Reflecting the ongoing changes and impact of technology in schools