



## MOBILE PHONE AND PERSONAL DEVICE POLICY

### RATIONALE

Jamestown Community School recognises that as a communication device, mobile phones, when used appropriately, can offer students and their parents many advantages in terms of ease of communication and a sense of personal safety when children are travelling to and from school. However, mobile phones have the capacity to be a disruption to the learning environment and the safety and wellbeing of students.

The intent of this policy is to ensure our focus remains on the promotion and support of teaching and learning in an environment free from unnecessary distraction or disruption.

### 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. For the purposes of this policy, personal devices include mobile phones and any other digital devices with the capability of connecting to telecommunication and/or internet networks, such as smartwatches.

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

### POLICY AIMS

- To ensure that student learning outcomes and achievement remains our primary focus.
- To ensure the continued wellbeing of all members of our school community.

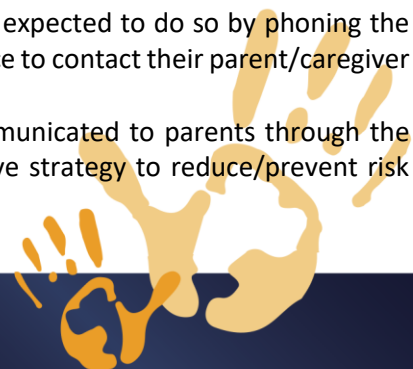
### LOCAL POLICY

- Between the hours of 8.50am and 3.10pm, ALL students will switch their phone off or into flight mode and store it in their locked locker. They are not permitted to access their phones whilst on camps or excursions.
- It is compulsory for all government schools to follow this department – wide policy.
- Smartwatches are currently permitted to be worn by students; their use will be monitored throughout the year.

### MOBILE PHONE USE FOR ALL STUDENTS (RECEPTION TO YEAR 12)

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.
- Mobile phones brought to school are done so at entirely the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.
- No student is permitted to use a mobile phone device at any part of the school day (from 8.50am to 3.10pm), including break times
  - The only exception to this is Year 12 students when in the Year 12 room, but no other spaces.
- Parents/caregivers who need to contact their child during the school day are expected to do so by phoning the Front Office (86642700). Likewise, students are expected to use the Front Office to contact their parent/caregiver if a need arises.
- This policy will extend to all camps and excursions. Exceptions will be communicated to parents through the consent letter if student access to a mobile phone is identified as a proactive strategy to reduce/prevent risk through the camp/excursion's risk assessment.





# JAMESTOWN COMMUNITY SCHOOL



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## INTERNET CONNECTION FOR PERSONAL DEVICES

- Students are prohibited from using their mobile phones to create a personal hotspot that bypasses the school network.

## OTHER CIRCUMSTANCES

- Any usage in class will be limited to Year 7-12 students. Such usage must be recorded in the Learning and Assessment Plan for that class and submitted at the beginning of the course (ad hoc approval will not be granted, nor will any request deemed non-educational). Approval to use mobile phones as part of learning programs must be received from the Principal.
- If the possession and use of a mobile phone is required for a specific use by any student as part of the student's One Plan or Healthcare plan, then this request must be made by a parent/caregiver to the Principal in writing.

## IF THE STUDENT DOES NOT COMPLY

- The mobile phone is confiscated and stored in the Front Office, and a SMS or phone call is communicated to parents to inform them to collect the phone from the Front Office.
- The student will receive a Form B.
- If a student refuses to follow instructions to hand over the phone, they will receive a Take Home.

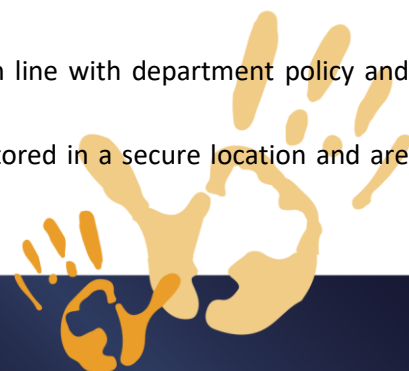
## ROLES AND RESPONSIBILITIES

### 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
  - 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 a line with department policy and procedures and any legislative requirements.
- Consider requests for exemptions from the school policy for 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

- 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).





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## 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 a 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.

## 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 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.
- 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.

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<b>Related Links</b>	Responsible Behaviour Policy <a href="http://jcs.sa.edu.au/wp-content/uploads/2019/05/Responsible-Behaviour-Policy-2018.pdf">http://jcs.sa.edu.au/wp-content/uploads/2019/05/Responsible-Behaviour-Policy-2018.pdf</a>  Bullying Prevention Policy and Plan <a href="https://www.education.sa.gov.au/bullying-prevention-policies-and-plans/jamestown-community-school">https://www.education.sa.gov.au/bullying-prevention-policies-and-plans/jamestown-community-school</a>  Brings Your Own Device Policy <a href="http://jcs.sa.edu.au/wp-content/uploads/2020/11/Jamestown-Community-School-BYOD-Policy-2021.pdf">http://jcs.sa.edu.au/wp-content/uploads/2020/11/Jamestown-Community-School-BYOD-Policy-2021.pdf</a>
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