



# KINGSTON COMMUNITY SCHOOL

## STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES

### **PURPOSE**

This policy provides direction to students, staff and families about managing 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.

This policy acknowledges the reality of portable personal electronic devices as a piece of 21<sup>st</sup> Century technology. We know that students of today are 'digital natives' who process information differently from older generations. Research shows that they like to multi task and while those of older generations find it difficult to learn whilst using such devices; our current students are well practiced at it.

However, the privilege of bringing a personal electronic device to school brings with it the responsibility to not interfere with the teaching and learning process and to make the most of opportunities during the school day to spend times with fellow students, nurturing friendships and being involved in activities. This is the purpose for the introduction and use of the Yondr pouches.

### **MOBILE PHONE USE FOR STUDENTS**

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours.

The department and the school recognise 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.

During the school day primary students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

### **STORAGE OF PERSONAL DEVICES**

When Year 7 - 12 students enter school, those with mobile devices are required to switch off or turn the mobile phones onto 'Aeroplane Mode' and then place them into their Yondr pouch. These devices will remain there for the entirety of the day.

The School does not accept any responsibility for personal electronic devices students bring to school. Such devices should be carried with students in the Yondr pouch or left in secure bags or lockers.

### **OTHER CONDITIONS**

While travelling on a morning or afternoon bus, students are permitted to use personal electronic devices in an appropriate manner. Inappropriate use includes;

- Threatening, bullying or harassing others
- Viewing or sharing offensive or otherwise illegal material
- Any other behaviour/use that is considered to be unsafe, unethical or illegal.

During lesson times students in Years 7-12 may be permitted to use their personal electronic devices as an educational learning tool.

- The decision for this will lie with the individual teacher and needs to be respected.
- Only permitted to use their phones as directed by staff.

If a student is in possession of a smartwatch this also is required to be placed onto 'Aeroplane Mode' for the duration of the day while on site.

### **IF THE STUDENT DOES NOT COMPLY**

Disciplinary action may include school service, making up lost time, removal of the device for the duration of the day, and other consequences determined on a case by case basis. Police will be involved in instances where a criminal offence is committed. When a device is confiscated a parent will need to be contacted to organize collection of it.

Intentional damage or inappropriate decoration to the Yondr pouch will result in a phone/pouch ban and the purchase of a replacement pouch, with the cost being incurred by student/parent.

### **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 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 policy from parents 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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom.

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 an exemption under 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.

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.

**COMMUNICATION AND REVIEW**

Kingston Community School took steps in late 2020 to introduce the Yondr pouch program after staff investigated options of secure storage and safe use of phones by students. It was decided to introduce the Yondr pouch at Year 7 to allow teachers to teach and students to learn without distractions from mobile phones and in the yard bring about an increase in positive face to face social interactions between students. This mobile phones and personal devices policy will be reviewed annually.

After 12 months use of the Yondr pouch program a review will occur on the success of the pouches.

This policy is available via the school website and via the front office as a hard copy if families require a copy.