



## Mobile Phone and Digital Device Policy and Procedures

### 1. Purpose

The policy is about increasing student levels of academic engagement and social connection while they are at school. We want to reduce the pressure and anxiety students feel associated with always needing to respond. Students need the freedom to think, learn and develop positive social skills.

### 2. Policy

- Mobile phones, ear phones and other digital devices are to be turned off and put away when students enter school grounds and to remain away all day, including before the start of school and at break times (this includes Smart Watches that must be in “aeroplane mode”).
- Mobile phones and other digital devices are brought to school at the owner’s own risk. No liability will be accepted by the school in the event of loss, theft or damage of a device.
- Mobile phones and other digital devices must not be brought into exams.
- Reports of all incidents involving inappropriate use of digital devices will be recorded and retained on the student record, including bullying, taking and/or sending of images, sending texts etc.

### 3. Family/Student Communication

For all contact required between students and or a family member, the Absentee Officer at Student Services along with Front Office staff will be available to facilitate all necessary communication. There will be no need for a student to use a mobile phone to contact home during the school day.

### 4. Procedures

In any instance where a student has a digital device visible entering, or while on school grounds, the following procedures will be followed:

#### First Occasion

- The student will hand in their device to the teacher/staff member
- The teacher/staff member will hand over the device to the Program Coordinator Student Services/Deputy Principal at their earliest convenience where it will be logged and stored for the remainder of the day
- At the end of the school day the student will be able to collect the device from the Program Coordinator Student Services/Deputy Principal.

## Second Occasion

- The student will hand in their device to the teacher/staff member
- The teacher/staff member will hand over the device to the Program Coordinator Student Services/Deputy Principal at their earliest convenience where it will be logged and stored for the remainder of the day
- At the end of the school day a Parent/Caregiver will be able to collect the device from the Program Coordinator Student Services/Deputy Principal. The device will not be returned to the student.

The Mobile Phone and Digital Device Policy and Procedures is an extension of the school Behaviour Management in Schools Policy. If at any time a student refuses to follow the instructions of a staff member, the Behaviour Management in Schools Policy and Procedures will be applied.

## 5. Document Control

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| <p><b>Reference Number:</b><br/><b>Owner:</b></p> <p><b>Created:</b><br/><b>Modified:</b><br/><b>Approved:</b><br/><b>Next Review:</b><br/><b>Links to Regulatory Framework:</b></p> | <p>Deputy Principal – Student Services</p> <p>9 December 2019</p> <p>10 December 2019<br/>9 December 2022</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"> <li>• Children and Community Services Act 2004 (WA)</li> <li>• Criminal Code (WA)</li> <li>• Equal Opportunity Act 1984 (WA)</li> <li>• Privacy Act 1988 (WA)</li> <li>• Public Sector Management Act 1994 (WA)</li> <li>• School Education Act 1999 (WA)</li> <li>• School Education Regulations 2000 (WA)</li> <li>• State Records Act 2000 (WA)</li> </ul> <p>Department Policies</p> <ul style="list-style-type: none"> <li>• Behaviour Management in Schools</li> <li>• Duty of Care for Students in Public Schools</li> <li>• Records Management</li> <li>• Students at Educational Risk in Public Schools</li> </ul> | <p><b>Implementation and Review:</b></p> <p>The Deputy Principal – Student Services is responsible to the School Executive for the continuous monitoring and review of the <i>Mobile Phone and Digital Device Policy and Procedures</i>.</p> |
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