

School Context

Roma Mitchell Secondary College is a multi-campus school comprising of a special education, girls only and co-education campus. The College has approximately 1500 students from 72 culturally diverse backgrounds. The College is committed to providing relevant and individualised learning programs aligned with both the expectations of the IB MYP, IB Diploma and the Australian Curriculum to allow all students the opportunity for academic success. Our Values and Mission reflect a commitment to global understandings, international mindedness and intercultural understandings to create a culturally rich learning environment.

School Vision

Our students have the capacity to engage productively with our changing world, enabling them to shape a better future locally and globally.

Mission Statement

Our school will provide enriching, diverse educational and extracurricular programs, which will support our students to reach their full potential enabling them to contribute to their communities.

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, or items that are not part of a separate 'Devices for learning' policy. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

As technology rapidly changes, teachers must manage both a mobile phone's potential as a learning technology and the difficulties phones can present in schools. A phone's fashion status and cost make them attractive to thieves. As electronic devices provide instant communication, students may text, call or access internet sites at inappropriate times which can distract from learning. Camera and video capabilities pose an additional problem as they can be used to invade others' privacy or they may be used to display or distribute illegal material. Our school policy ensures that phones are to be switched off and out of sight in class.

This mobile phone policy has been developed to ensure that all students can safely focus on their learning in every class.

Mobile phone use for secondary school students

We are very much aware that the mobile phone features significantly in our students' lives and the advances in technology make it far more than just a phone. Our school understands that this technology is part of our world and that parents often support their children having mobile phones. Student responsibility for the appropriate use of personal electronic devices at school is required at all times, and must be in accordance with our school expectations. Listening to music, watching videos, playing games, accessing the internet, taking photos or videos, talking or texting during class disrupts teaching and learning. This mobile phone policy aims to promote a safe environment for both teachers and students. The following policy relates to mobile phones, however, any device that has access to social media, and has the potential to take photographs is included in this policy.

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

Page 2

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 educational reasons for using personal electronic 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 strongly encouraged to store and secure any personal devices in their lockers when stored at school.

The school will not invest time to investigate any theft of any mobile phone or device. The school takes no responsibility for any damaged or stolen item.

If the student does not comply

Teaching and Learning programs can be significantly interrupted through students 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 during lessons 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 other electronic devices.

In response to instances of non-compliance with this policy or misuse of a personal device, the school may institute disciplinary action which includes, but is not limited to:

- The student given a warning and reminder to put the phone away or in their locker
- The teacher has the right to confiscate any device, for any breach of the mobile phone policy. This could be for the remainder of the lesson or until the end of the day.
- Where the teacher takes the phone for the rest of the day, they will place the mobile device in a plastic bag and deliver it to Student Services where the student can collect it at the start of the day.

Roles and responsibilities - Principal/Leadership

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 or locks that the school provides for students to store their belongings are appropriately secure
- 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.
- 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.

.../3

Page 3

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, such as:

- Respond to instances of non-compliance in line with this policy, e-technology and devices for learning policies
- 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)
- Communication with the parent/carer about appropriate use in the classroom as expected. Continued use contrary to these expectations will require the phone to be handed in before the lesson or to Student Services at the start of the day.
- 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

Will:

- Comply with the requirements of the school's policy and follow all reasonable directions from the school leadership 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
- Mobile phones and other devices, (including: earphones) must be out of sight and turned off during all lesson times (including Care group/Pastoral Care), guest speakers, performances, Assemblies and other school functions, unless permission is given by the teacher
- Mobile phones and other devices, (including earphones) must be turned off and given to a teacher/leader or placed in your locker during examinations or tests, unless permission is given by the teacher. Devices will be confiscated in these situations and consequences may apply.
- Students may access their phones/devices at recess and lunchtimes, before and after school only
- Students who choose to 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.

Parents

Will:

- Support the implementation of the school's mobile phone 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)
- Not phone or send text messages to your son/daughter during the times that they are in lessons. If urgent contact needs to be made then contact Student Services and they will pass the information on

- 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 your son/daughter phones you because he/she is unwell, please direct him/her to report to the Front Office. You may then phone our receptionist to let them know that your son/daughter has phoned you and make enquiries about whether he/she needs to be picked up from 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
- If your son/daughter phones you during the day because he/she is experiencing some other problem at school, please direct him/her to talk to his/her Year Level Leader or the Student Counsellor. A follow up phone call from you to one of these people would also be very helpful, so that we can assist your child in resolving his/her difficulty
- Please do not give your son/daughter permission, via his/her mobile phone, to leave school. The school has duty of care and must be able to account for all students at all times. For your child's safety, please always communicate through Student Services
- We do not allow individual students to be exempt from the general rules about electronic device use at school. Parents who have concerns about this policy should contact the school and arrangements can be made to ensure that their child is contactable while at school.

**Communication and review
Outline**

This document has been created based on the framework provided to all school by the Department of Education. Additional consultation has been carried out with all students through the Roma Mitchell Secondary College Student Representative Council, discussion with leadership and parents via the school Governing Council. Review of this policy will involve additional consultation with students, staff and parents at that time.

This policy can be accessed on the school's Intranet and website.

Supporting information

It is recommended that you provide links to any other policies and procedures that may interact with your local policy on student use of mobile phones and personal devices such as:

- Code of Conduct <https://rmisc.sa.edu.au/wp-content/uploads/CODE-OF-CONDUCT-RMSC.pdf>
- Anti-bullying and Harassment Policy <https://rmisc.sa.edu.au/wp-content/uploads/BULLYING-HARASSMENT-1.pdf>
- Learning Technology Policy <https://rmisc.sa.edu.au/wp-content/uploads/LEARNING-TECHNOLOGY-POLICY-1.pdf>
- Department for Education <https://www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/bullying-and-cyberbullying/using-mobile-phones-and-personal-devices-school>



| Status | Responsible | Reviewed By | Approval Date | Review Date |
|--------------------|-------------------|------------------------|---------------|-------------|
| Approved for Trial | Governing Council | HOC Middle Years Co Ed | T2 May 2021 | T1 2022 |

Mobile Phone Policy acceptable use

IN CLASSROOM:

- Phones are not to be used in any class, or study periods, assemblies, guest speakers, performances and other school functions.
- Mobile phones and other devices, (including: earphones/smartwatches) must be turned off and placed in your locker during examinations and tests
- Mobile Phones (other items) can only be used in the class when your teacher gives you permission, e.g. using your Mobile Phone as a calculator or for other learning.

DURING RECESS/LUNCH:

- Comply with the requirements of the school's policy and follow all reasonable directions from staff.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person (Not to access social networking sites at school.)
- Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

Consequences for inappropriate use

WARNING – Switch-off or put phone away (place in locker)

Student refusal to complete- follow **Code of Conduct** procedures

DEVICE TAKEN - Teacher has the right to confiscate any device (for remainder of the lesson or until the end of the day).

Student refusal to complete- follow **Code of Conduct** procedures

PARENT/CARER ADVISED – Teacher to follow up with parent about acceptable use and implement a Development Plan or agreed action (Document on Daymap)

CONTINUED INAPPROPRIATE USE – phone must remain in Student Services all day

Please note: where there is a suspected case of crime involving electronic evidence (e-crime) which may have occurred involving a mobile phone or another electronic device is used to commit an offence, is targeted in an offence, or acts as a storage device in an offence. These phones will be confiscated and Police contacted.

Offences which are crimes include:

- child exploitation via child pornography or sexually explicit photographs
- impersonation
- unlawful threats
- transmitting suicide-related material
- stalking
- blackmail
- racial vilification.
- Filming a fight or physical act violence