

# Student use of mobile phones and personal devices at Kadina Memorial School

## Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

## Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

## Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved [exemption](#) from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

## Storage of personal devices at school

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

If a primary student requires the use of a mobile phone or personal device before or after school, and therefore possesses it at school, then it must be turned off and kept with the class teacher.

If a year 7 requires the use of a mobile phone or personal device before or after school, and therefore possesses it at school, then it must be turned off and kept with the class teacher.

If a year 8 – 11 requires the use of a mobile phone or personal device before or after school, and therefore possesses it at school, then it is to be stored in their locker with a lock on it. This is the student's responsibility.

Year 12 students may access their phones in the year 12 common area at recess and lunch time only. Outside this time, they must be stored in a locker with a lock on it.

Whilst student Windows Devices, Apple iPads and Apple MacBook's are able to be connected to the school wireless network, other Wi-Fi enabled equipment owned by students is prohibited and will not be connected.

Students must only use the school network to connect to the internet. Students found to be using a hotspot, Internet dongle, Internal sim card connection (or similar) to access the internet outside of the school's network, will be asked for their device and the same consequences will apply as if they had been using their phone.

## Responses to non-compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

If a student does not comply with the mobile phone policy;

1. The mobile phone is handed in and stored securely at the Front Office. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.
2. For the second offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.

3. For the third offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The parent/carer is contacted to inform them that they are required to collect the device from the front office.

Refusal to hand over the phone/device will result in the parent/carer collecting their child (take home), with the school requesting that the phone is to no longer be at school for that term.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

## Exemptions

### Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

### Temporary exemptions for other agreed purposes

The following temporary exemptions may be made available to students at the discretion of individual teachers.

All exemptions are subject to the device being used appropriately and only for the purpose specifically permitted by the teacher. Personal devices must be put 'off and away' immediately after the exempted activity has concluded, and not brought to future lessons/activities without explicit teacher permission.

- Teachers may request the use of mobile phones for educational purposes within class time or on excursion by putting their request in writing to the principal outlining;
  - a. The need of for the mobile phone
  - b. The length of time and lesson for which the phone will be used
  - c. The way in which they will ensure staff know that students are allowed to use the phones – lanyard, being with them, notes etc

If permission is granted, it is up to the teacher to then inform secondary staff by emailing them this information.

- This policy extends to all camps and excursions including Sports Day, SAPSASA and Knockout Sports. Exceptions may be approved by Executive Leadership if, as part of the camp/excursion proposal and risk assessment, an appropriate case for usage is submitted by the lead teacher. The following should be added to letters home if going on an excursion and phones are not permitted;

***“Students will not be permitted to use their mobile phones as per the school’s policy. I will have a mobile phone with me so communication can be made through the Front Office who will then contact me. If the arrival time back to KMS changes, you will be notified through a text message from the school. If urgent, the mobile number is XXXXXXXXXX”***

Or if phones are permitted;

***“Students do not require their phones for the trip/camps/excursion and if they do take them, they will do so at their own risk. Normal mobile phone school rules apply and phones should not be used on the trip, except in the case of contacting parents/carers where there is a need. I will have a mobile phone with me so communication can be made through the Front Office who will then contact me. If the arrival time back to KMS changes, you will be notified through a text message from the school. If urgent, the mobile number is XXXXXXXXXX “***

There are two mobile phones that can be borrowed from the library – please organise well before the event. The numbers for the phones are;

1. 0497375338
2. 0497372902

## Roles and responsibilities

### Principal

- Make sure:
  - The school’s policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
  - there is a process for regular review of the school’s local 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 policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

### **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 legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Consider and approve, at discretion, temporary exemptions in line with the conditions outlined in this policy.
- 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) by the end of the same school 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. Use mobile phones for work-related/emergency purposes only when students are under their care.

### **Students**

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, between 8:30am and 3:10pm at school each day and store it away as specified in this policy.
- 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.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

### **Parents**

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).

- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (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.

## Supporting links

It's 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:

- KMS school anti-bullying policy
- KMS BYOD policy
- KMS ICT user agreements
- KMS Social Media Guidelines
- [Crime involving electronic evidence \(e-crime\)](#)
- [Cyberbullying](#)
- [Bullying Prevention Strategy \(PDF 5.5MB\)](#)
- [Cyber safety school resources](#)
- [Keeping safe: child protection curriculum](#)
- [eSafety Commissioner](#)
- [Australian Curriculum](#)

## Communication and review

This Policy was developed following:

- consultation with the school community in 2019 with information provided via school communications seeking input.
- A committee comprising of Governing Council representatives, student voice, teaching and non-teaching staff developed the initial guideline.
- The school community was advised prior to its implementation in 2020
- Subsequent changes are in line with Department for Education guidelines.

The "Student use of mobile phones and personal devices Policy" at Kadina Memorial School is accessible on the school website: <https://www.kms.sa.edu.au/>

This policy will be reviewed as part of the school's three-year policy review cycle through the consultation of a committee comprising of Governing Council representatives, student voice, teaching and non-teaching staff.

## Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.