

5.7 Personal Electronic Devices Policy

Rationale

The Department of Education has finalised the mobile phone policy. The following extract is from the Department's Policy.

"The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. Principals must, implement a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day") unless the student has been granted an exemption for the following uses of mobile phones: to monitor a health condition as part of a school approved documented health care plan; or for a particular educational purpose under the direct instruction of a teacher; or with permission of a teacher for a specified purpose. Students from Year 7 to 12 are permitted to be in possession of their mobile phone during the school day, however, mobile phones must be turned off and neither seen nor heard; students must put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day; manage breaches of this policy in accordance with the Student Behaviour in Public Schools Policy and Procedures.

Schools may choose, in consultation with the school community, to maintain or introduce a mobile phone policy that imposes further restrictions than those set out in this policy e.g. Year 7 to 12 students are not permitted to have mobile phones in their possession during the school day. All communication between parents and students, during school hours, should occur via the school's administration. In instances of students fighting and videoing fights see - CEO Directive: Required action to be taken with students fighting or publishing videos of fighting. For multiple offences of non-compliance with this policy, student phones may require collection by a parent/carer or loss of good standing."

Hedland Senior High School acknowledges that students may need to bring mobile phones and/or electronic devices for use when travelling to and home from school. However, whilst at school, mobile phones/electronic devices must not be used. Parents and carers are encouraged to relay urgent messages to their children using the administration phone number (9172 8000).

Procedures

These procedures refer to the use of mobile phones, cameras, other digital recording devices, earphones/headphones/earbuds, laptops, and other electronic devices by students. It has arisen because of breaches of teacher and student privacy by students, and issues around cyber bullying. It is intended to protect all members of Hedland Senior High School from:

- Electronic capture of images without permission.
- Sharing images of others without their permission, such as on the Internet, email or via mobile phone messaging.
- Electronic transfer of personal information without permission.
- Electronic intrusions into learning.

- Inappropriate messages being sent via SMS or any other electronic means, including bullying and sexual harassment.

Devices with cameras are banned under the Privacy Act which protects students and staff from having their photograph taken or audio recorded without consent. All devices must be switched off and placed in student bags upon entry onto school grounds.

Consequences

If mobile phones, cameras, other digital recording devices, earphones/headphones/earbuds, laptops and other electronic devices are seen or heard by a staff member the student will be asked to hand the device/s over and it will be confiscated, clearly labelled and brought to the front office for safe keeping at the staff member's earliest convenience. If a student refuses to hand the personal electronic device to the staff member then a HOLA and or student services are contacted immediately.

Any device which has been confiscated will be released to a parent or caregiver only at the completion of the school day. This person must be listed on SIS as the parent or caregiver of the student in question. The staff member involved will notify the parent or caregiver of the need to collect the mobile phone at their earliest convenience. If a student fails to follow these procedures, they are to be dealt with through the standard discipline guidelines of the school's Behaviour Management Policy.

It is to be noted that the safety of devices is entirely the student's responsibility and the school will not be held liable for any theft or damage to a student's mobile phone.

PLEASE NOTE: An exception to the procedures outlined above is that a staff member may give students a specific and direct instruction on when to use an electronic device for an educational activity (this does not include listening to music while completing other work – this will not be allowed at any time). Students and parents or caregivers should understand that while one teacher may allow electronic devices to be used for a particular activity, another may not, so students must wait for the direction of a staff member before using their electronic devices in order to avoid them being confiscated.

Agreement

All students and caregivers sign an agreement to the Mobile Phone Procedures as a part of their enrolment process at Hedland Senior High School. Stating that they agree to the following:

- I will turn my mobile phone/electronic devices off before I enter the school grounds.
- I am responsible for looking after my mobile phone/devices whilst at school.
- I will seek permission if I need to use my phone at school.
- If granted permission to use my phone, I will use it only as agreed.

- If I break any of the terms of this agreement I acknowledge that my mobile phone/electronic device will be confiscated, and my parents will be phoned to collect it from School Administration.