

<b>Department for Education Policy</b>	Behaviour Support Policy
<b>Leader Responsible</b>	Senior Leader – Student Wellbeing and Engagement Leader
<b>Status</b>	Current
<b>Publish Date</b>	Amended – 15 June 2021
<b>Review Date</b>	July 2024

## 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, 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.

Students have the right to learn, and teachers have the right to teach. As technologies rapidly change, schools must find a balance between those that give us an educational advantage and those that inhibit learning. Electronic devices, other than laptops, are becoming increasingly intrusive in our classrooms without providing any education benefits. This Policy will allow for students to give their full attention to their learning, without the disruption of electronic devices during lesson time.

## POLICY ON THE USE OF PERSONAL ELECTRONIC DEVICES

Underdale High 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.

### Mobile phones and all other electronic devices (excluding laptops)

1. Mobile phones and electronic devices will not be taken to class or be accessed during lesson time:
  - This includes Social Education, study and study support lessons and homework club
2. Electronic devices are brought to school at the student's own risk and can only be accessed:
  - Before / After School
  - Break 1 / Break 2
  - In accordance with the law
    - They may not be used to:
      - Illegally record images or footage of others
      - Record and publish fights
      - Display or distribute illegal material, such as explicit images.

### Laptops

1. Laptops need to be switched off, or the screen lowered, during lesson time until the teacher has instructed that the device is to be used as it is appropriate for the learning task

## STORAGE OF PERSONAL ELECTRONIC DEVICES

1. Mobile phones and electronic devices must be kept in the student's locker during lesson time
  - Students are responsible to ensure their locker is secured with a school lock

## IF THE STUDENT DOES NOT COMPLY

1. If the mobile phone and/or electronic device is not used according to this Policy, then the teacher will confiscate the device for the rest of the day:
  - If a device has been confiscated, it will be kept in a sealed envelope securely stored in a locked cabinet in the Front Office
  - The student is to collect the device from the Front Office at the end of the day
    - If a student phone has been confiscated 3 times, a parent will need to collect the phone from the school
2. Laptops not being used according to this Policy will be confiscated for the lesson and alternative arrangements will be made to meet the goals of the learning task

# 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 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.
- Consider requests for exemptions from the school policy from parents, adult or independent students 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.
- Will investigate investigate any issues regarding the security of devices left in lockers, however, do not take any financial responsibility for lost or stolen electronic devices not securely locked in their lockers.

## 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 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.
- Subject teachers may seek the written permission of the Principal if mobile phones are required to be used as a one off in a specified lesson for curriculum purposes only

## 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 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.
- Students must ensure that their locker is secured and locked at all times with the school issued lock.

## Parents

- Support the implementation of the school's 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). 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.
- In case of an emergency, the parent can contact the school on 8301 8000 and the school will get a message to your child immediately.

## COMMUNICATION AND REVIEW

- Underdale High School has undertaken extensive consultation with staff, students, parents and the policy has been in the development of this Policy
- Ratified by the Governing Council
- The Policy is published on the school's website: <https://www.underdale.sa.edu.au/policies/>

## SUPPORTING INFORMATION

<b>Underpinning this Policy:</b>	<b>References:</b>
<ul style="list-style-type: none"><li>• UHS Acceptable Use of Learning Technologies Policy</li><li>• UHS Bullying Prevention Policy</li><li>• UHS Behaviour Support Policy</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Mobile phones are addictive</a></li><li>• <a href="#">Students need a license for a mobile, just like they need for driving</a></li><li>• <a href="#">Schools should ban mobile phones</a></li></ul>