

San Clemente High School

Mobile Device Policy

June 2015



1. PREAMBLE

Mobile devices provide a number of tools that can be used to support students' learning. This includes the ability to film, photograph, record audio and take notes. Furthermore, these devices are capable of providing access to the internet. This policy is designed to give staff and students the opportunity to make the best possible use of available hand held devices to facilitate learning when appropriate and authorised.

2. RATIONALE

The proliferation of mobile devices in modern Australian society, and the increasing desire of parents to supply their children with mobile devices to aid families in communication, necessitates a specific policy that addresses the use of such devices use in school.

3. AIMS

San Clemente's Mobile Device Policy aims:

- 3.1** To provide a safe, happy and positive learning environment for our students and staff.
- 3.2** To develop structures and practices that supports the individual student and members of the School community in their social development.
- 3.3** To support the application of the School's Pastoral Care, ICT and Anti-Bullying Policies.

4. REGULATIONS

Students are permitted to use their mobile devices at the School provided they adhere to the following regulations:

Expectations

- 4.1** The School does not accept any responsibility for the loss, damage, theft or misuse of any mobile device. Student mobile devices should not be left in school bags when the bags are unattended, particularly at recess and lunch times. Students bring their mobile devices to school at their own risk and are responsible for them at all times.
- 4.2** During classes the use of any mobile device will be at the discretion of and directed by the supervising teacher. The device must be switched to off unless otherwise directed by the teacher.

- 4.3 Mobile devices may be used in short breaks between lessons for organisational purposes only i.e. to access calendars etc.

Inappropriate Use

- 4.4 Students must not be walking while having a conversation or using the device but instead must be seated in an appropriate area. The use of any mobile device will be allowed before school, at recess, lunch and after school and it is the student's responsibility to ensure the device is used appropriately.
- 4.5 The student is not to use the device to breach anyone's privacy. Filming, photography and audio recordings are only to be made with permission of the supervising teacher and are to be for specific educational purposes.
- PLEASE NOTE: the filming of incidents is a serious offence and may jeopardise the student's enrolment at the San Clemente.
- 4.6 Any use of the device to harass, intimidate, threaten or bully other students or staff will be immediately reported to the police and may jeopardise the student's enrolment at the School.
- PLEASE NOTE: Staff have the right to confiscate any device if it is believed there is evidence related to an incident or incidents of a criminal nature recorded on the phone. This phone will be provided for any police investigation should it be required.
- 4.7 Mobile devices are not to have offensive ring or message tones. Inappropriate images are not to be used as screen savers and these images should not be stored on any device.
- 4.8 The School does not accept responsibility for expensive equipment that students bring to school and leave in unattended bags. Mobile devices should be kept on the student or deposited with the Front Office at the start of the day.
- 4.9 Mobile devices are not permitted to be with a student during a formal examination.
- 4.10 Prior to school examinations, students are required to hand their mobile devices to the staff member in charge.
- 4.11 The use of mobile devices on school based excursions is at the discretion of the supervising staff member/s.
- 4.12 **Inappropriate use of any mobile device may lead to the device being confiscated and secured in the Front Office for collection at the end of the school day. Refusal to hand over the mobile device**

will result in immediate referral to the relevant Teaching & Learning Coordinator and/or the Assistant Principal. Repeated inappropriate use may lead to the privilege of having the device at school withdrawn at the discretion of the relevant Coordinator or Assistant Principal.

PLEASE NOTE the following expectations apply when students are listening to devices using earphones.

The supervising teacher will use their discretion in deciding whether it is appropriate for a student/s to be listening to a mobile device with earphones. In making this decision, teachers will take into account a number of factors, including the nature of the work that students are engaged in and the safety of students. These devices are not to be used at any time in situations when their use would compromise safety.

Further to this, the following expectations apply:

- the School allows the use of earphones but does not accept the use of headphones (earphones sit discreetly in the ear);
- earphones are to be removed for all announcements including daily prayer;
- earphones are to be removed when any staff member is talking with a student;
- mobile devices are not to be used, under any circumstances, during homeroom;
- listening with earphones at a high volume damages hearing. People in close proximity to the student listening should not be able to hear what is being played.
- students are encouraged to have their own personal set of earphones. Sharing earphones is not hygienic. Students are discouraged from using this practice.
- Students are not permitted to walk around the School with earphones in as it compromises safety. Additionally, they should not be visible when not being used, including any that are seen hanging loosely over the fronts of students.

5. EVALUATION

San Clemente's Mobile Device Policy shall be clearly documented and reviewed as necessary to evaluate its currency.

Relevant stakeholders of the School, including students, staff, parents and the community, will be consulted in assessing the effectiveness of the policy. Recommendations will be considered and appropriate amendments made if required.

The Policy will be evaluated by community stakeholders:

- at staff, P & F, Student Leadership & SRC meetings
- through surveys
- through informal discussion and general feedback
- by other means deemed appropriate