



MOBILE PHONE POLICY & PROCEDURES

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, of which, we strongly advise for these devices not to be brought to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops not including laptops or devices issued by the school. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

PARENT INFORMATION

Included in this policy you will find information on the expectation of students and their mobile phone use.

We ask that you please take the time to read this information with your child and discuss with them the phone protocols at Millicent High School including:

- Absolutely insist that your son/daughter does not give out the mobile phone numbers of others. The only phone number an individual has the right to share is their own.
- Check your son's/daughter's mobile phone regularly. It is advisable for you to know who they have in their phone books and what material is being stored on the phone.
- If your daughter/son receives a harassing message, send a return message requesting such actions cease and if they do not that you will take the matter to the police. Sign the text with your name. Alternatively, phone the mobile number and have this discussion.
- Save evidence of bullying messages and report them.
- Images may be stored on a memory card and checked.
- Check their Internet history.

Mobile phone use for secondary school students

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.
- Managing work commitments or applications for work.

Millicent High School allows students to bring their mobile phones to school providing they follow the following guidelines:

Year 7-10 students **are not** to bring phones to **lessons or use in the yard during recess and lunch breaks**, they should be kept in lockers. If they are brought to class the students in years 7-10 will place their phones in a box provided and will collect at the end of the day from the front office. Years 11/12 will follow all teachers' instructions on the use of phones in **any learning space that teacher is supervising**.

This may include phones not being allowed in class or may be required to be placed in storage containers provided.

- Messages can only be checked and phone calls made before and after school (year 7-10 students)
- Respect the confidentiality of phone numbers by NOT passing on phone numbers which are not your own.
- It is inappropriate to have pornographic material on your phone. This includes material sourced and/or stored on mobile phones and IPOD's. Passing pornographic material and/or inflammatory videos is inappropriate and unacceptable.
- Using the Bluetooth application on mobile phones must be done in a responsible manner.
- Mobile phones can be a bullying tool. Do not send messages that you would not like to receive.
- It is inappropriate to gamble at school via mobile phone technology.
- If you receive an inappropriate message, do not respond to it. Save it and talk to a staff member or your parents about it.
- Do not let other people use your phone. If a student uses your phone inappropriately you could be held responsible for any legal action taken.
- Student's mobile phones can be confiscated if these protocols are not followed. Parents will be notified if a phone has been confiscated. On the second confiscation, parents/caregivers will be contacted and asked to come to the school to claim their son/daughter's mobile phone.
- It is inappropriate to make racist / sexual solicitations toward others.
- It is inappropriate to access or distribute material of an illicit or sexual nature including sending sexually explicit images (sexting).

Storage of personal devices

Devices can be stored in the student's locker. Each student is given a locker and a combination lock to secure their belongings.

If a student in year 7-10 does bring their phone to class they will place their phone in the boxes provided to each class. The students are not to access these boxes.

If the student does not comply

CONSEQUENCES FOR INAPPROPRIATE USE:

- Students who do not abide by the above guidelines will have their phone confiscated.
- Confiscated phones will be held at the front office and can be collected at the end of the school day by the owner. Parents will be notified.
- Repeat offenders of 2 or more offences will result in parents / caregivers being contacted to collect the phone from the school.
- Police action will be sought for matters of a serious nature. I.e. inappropriate images, harassment of others.



Mobile phones are a fantastic means of communication and while they are very much a part of life in the 21st Century, it is very important we teach our children how to use them respectfully.

Communication and review

The current policy was reviewed in 2022. Consultation was sort implementing the different year level expectations and rules governing each year level. This consultation process utilised feedback from Governing Council, Parents, Staff, students and leadership.

The Phone policy will be reviewed at the beginning of 2023.

If you would like to offer feedback, the contacts of the school are below.

Further Policies of the school that may be of interest i.e. Behaviour Management, ICT agreement are available via the schools website.

FOR MORE DETAILS PLEASE CONTACT

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