



Aldinga
Payinthe
College.

Policy
Mobile Phone and Personal Devices



Our college pillars: Inspire, Connect and Belong, shape our Way of Being and highlight how we relate to each other and our environment, respond to the aspirations of our community and design our learning. Our Learner Use of Mobile Phone and Personal Devices Policy at Aldinga Payinthe College reflects this context.

SCOPE

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

For the purposes of this policy, personal devices include mobile phones, smartwatches 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 college and have not been brought to the college by the learner under a separate Bring Your Own Device (BYOD) agreement.

RATIONALE

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

It is the Department for Education's (DfE) position that access to personal devices during college hours must be managed so that learners 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 the college, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and learners 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 THE COLLEGE

Learners are permitted to bring personal devices to the college:

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

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

The DfE policy requires all learners at all government schools to **keep personal devices ‘off and away’ between the start and end of each college day, and while they are attending college activities off-site, such as camps and excursions.**

Learners will not be able to access their personal devices at any time during college hours, unless they have received an approved exemption from the college 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 THE COLLEGE

At the beginning of the college day, learners who bring their devices to the college will turn their devices off or place them in flight mode before putting them away in their bag in their personal locker. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches. Learners will not be able to access their devices until the end of the college day.

Lockers must be locked using the college supplied keypad lock/padlock. The college takes no responsibility for personal devices brought to the college.

Mobile phones and personal devices that have been handed in during the college day will be stored in a named container inside a locked cupboard at main reception. The learner will be able to collect their device/s upon departing the college for the day.

RESPONSES TO NON-COMPLIANCE

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

At Aldinga Payinthe College we implement a structured approach to respond to policy non-compliance, this is as follows:

1. An email will be sent home by teacher advising the learners parents/caregivers that they have not complied with the college’s Learner Use of Mobile Phones and Personal Device Policy.
2. The learner’s personal device/s will be signed in to main reception on the given day; and then signed in each morning and collected each afternoon **for 5 consecutive days**. Personal device/s that have been handed in will be stored in a named container inside a locked cupboard at main reception.
3. For multiple (2 or more breaches) of policy, an extended period will be implemented.
 - 2nd breach – 10 days
 - 3rd breach – up to 10 weeks

In the event a learner refuses to comply with the above expectations, the college will implement an escalated behaviour response, this is as follows:

1. The learner will be required to attend learner services with their bag and mobile phone and work under supervision in the Community Hub for a timeline determined on the category of behavioural response.
2. Where a learner's misuse of personal devices is serious, it may be necessary for the college to consider responses in line with the department's Suspension, exclusion and expulsion of student's procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

EXEMPTIONS

Exceptional Circumstances

Individual learners may have extenuating reasons for needing access to their personal device during college 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 learner with disability or learning difficulties
- the device is used for translation by a learner with English as an additional language
- the learner 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 college if you need to request an exemption for your child due to exceptional circumstances. These requests will be considered by the Principal and/or Head of Community on a case-by-case basis. If approved, the exemption will be recorded in the learner's file or health care/learning plan as appropriate.

ROLES AND RESPONSIBILITIES

Principal

- Make sure:
 - The college's policy has been endorsed or ratified by Governing Council and is clearly communicated and accessible to all learners, staff, and families
 - There is a process for regular review of the college's local policy
 - Secure storage is provided for learner personal devices that are handed in to college staff and individual lockers and locks that the college provides for learners to store their belongings are appropriately secure
 - Processes are in place for monitoring internet and college network use by all members of the college community
- Enforce the policy and responses to instances of non-compliance
- Consider requests for exemptions from the policy from parents or independent learners 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 learners with an exemption

- Model appropriate use of mobile phones and support college 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.

College 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 college'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 learners 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
- Make sure that any learner personal devices handed in for their care are stored in a secure location and are returned to the learner (or their parent) by the end of the same college 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 learners are under their care.

Learners

- Comply with the requirements of this policy and follow all reasonable directions from the Principal and college staff
- Switch all personal devices off or into flight mode on arrival at the college each day and store 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 college staff member as soon as possible if feeling unwell or experiencing any other issues at the college. Use the college's sign-out processes in all cases where requiring early collection from the college.

Parents / Caregivers

- Support the college's implementation of this policy, including the consequences for non-compliance
- Encourage their child not to bring a personal device to the college unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto college 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 college – the college will contact the department for advice if this may be the case)

- Use the college’s formal communication channels in all instances to communicate with the college or to make contact with their child during college hours (including where a learner requires early collection from the college). Encourage their child to always report to a college staff member in the first instance if they become unwell or experience an issue at the college
- 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

The following college policies are relevant to the implementation of the Learner Use of Mobile Phones and Personal Devices Policy at Aldinga Payinthe College.

- Mobile Phones and personal devices procedure
- [Behaviour Support Policy](#)
- [Bullying Prevention Policy](#)
- Digital Cyber Safety Policy

COMMUNICATION AND REVIEW

This policy has been developed in consultation with the college community including learners, staff, parents and Governing Council and will be reviewed at the end of Term 4, 2023. This policy will be available on the colleges website under [Policies, Procedures and College Documentation](#).

Commencing 2024, this policy will be reviewed in line with the colleges Policy Refresh Procedure.

QUESTIONS, CONCERNS, AND FURTHER INFORMATION

This policy has been implemented by the college 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.

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

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

Phone: Free call: 1800 088 158

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

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Owner	Principal