

Highgate School Mobile Phones and Personal Devices Policy



Purpose

This policy provides direction to students, staff and families about managing 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.

This policy also applies to the Highgate School OSHC.

Mobile phone use for primary school students

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise 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.

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

Storage of personal devices

Students must hand their personal devices to their class teacher upon arrival in the morning. The teacher will ensure that the devices are stored securely at school and they will be returned to students for dismissal.

If the student does not comply

- We expect that students will adhere to these requirements. Any misuse of personal devices may result in disciplinary action in line with Departmental guidelines and the Cyber Safety Agreement (available on our website). This will be managed by the school leadership team.
- A personal device may be confiscated as a consequence for non-compliance. If this happens, the device will be securely stored in the Front Office and parents will be contacted to arrange discussion and return of the device. This will be managed by the school leadership team.

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



Highgate School Mobile Phones and Personal Devices Policy

- secure storage is provided for student personal devices that are handed in to school staff.
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the 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 policy from parents 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.

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 at times when a device is being used by a student in line with an approved exemption or in circumstances where students' devices are stored in the classroom.

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.

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 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.

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



Highgate School Mobile Phones and Personal Devices Policy

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.

Communication and Review

- Consultation has been undertaken with senior students, teachers and parent representatives.
- The policy will be reviewed in Feb 2022 and annually thereafter.
- The policy will be shared with GC.
- The policy will be shared with the community through the school newsletter and website before 26/2/21 and annually thereafter (from 2022 this will be included in the multi-consent form sent home at the beginning of each school year).

Supporting Information

- Highgate Behaviour Support policy
- Highgate Bullying Prevention and Plan
- Cyber Safety Agreement